Government of
Saskatchewan

Annual Report
1998-99

Saskatchewan
Post-Secondary Education
and Skills Training

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Annual Report
1998-99

Saskatchewan
Post-Secondary Education
and Skills Training

The annual report of
Saskatchewan
Post-Secondary Education
and Skills Training
for the period July 1, 1998 to June 30, 1999

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Letter of Transmittal

June 30, 1999

The Honourable John E. N. Wiebe
Lieutenant Governor
Province of Saskatchewan

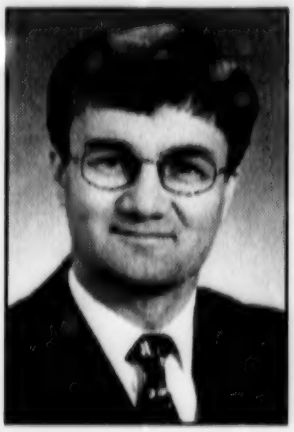
Sir:

I have the honour to present the annual report of Saskatchewan Post-Secondary Education and Skills Training for the year ending June 30, 1999. The financial statements included in the report were prepared by the department in accordance with guidelines of the Department of Finance.

Respectfully submitted,

Glenn Hagel
Minister of Post-Secondary Education and Skills Training

Letter of Transmittal



June 30, 1999

Honourable Glenn Hagel
Minister of Post-Secondary Education
and Skills Training

I have the honour to present the annual report of the Department of Post-Secondary Education and Skills Training for the year ending June 30, 1999.

During the year under review, the department, with its sector partners, continued the implementation of its key strategies, namely the *Saskatchewan Training Strategy* and University Revitalization. The second Annual Progress Report on the training strategy was published outlining how the goals, objectives and targets of the strategy are being met.

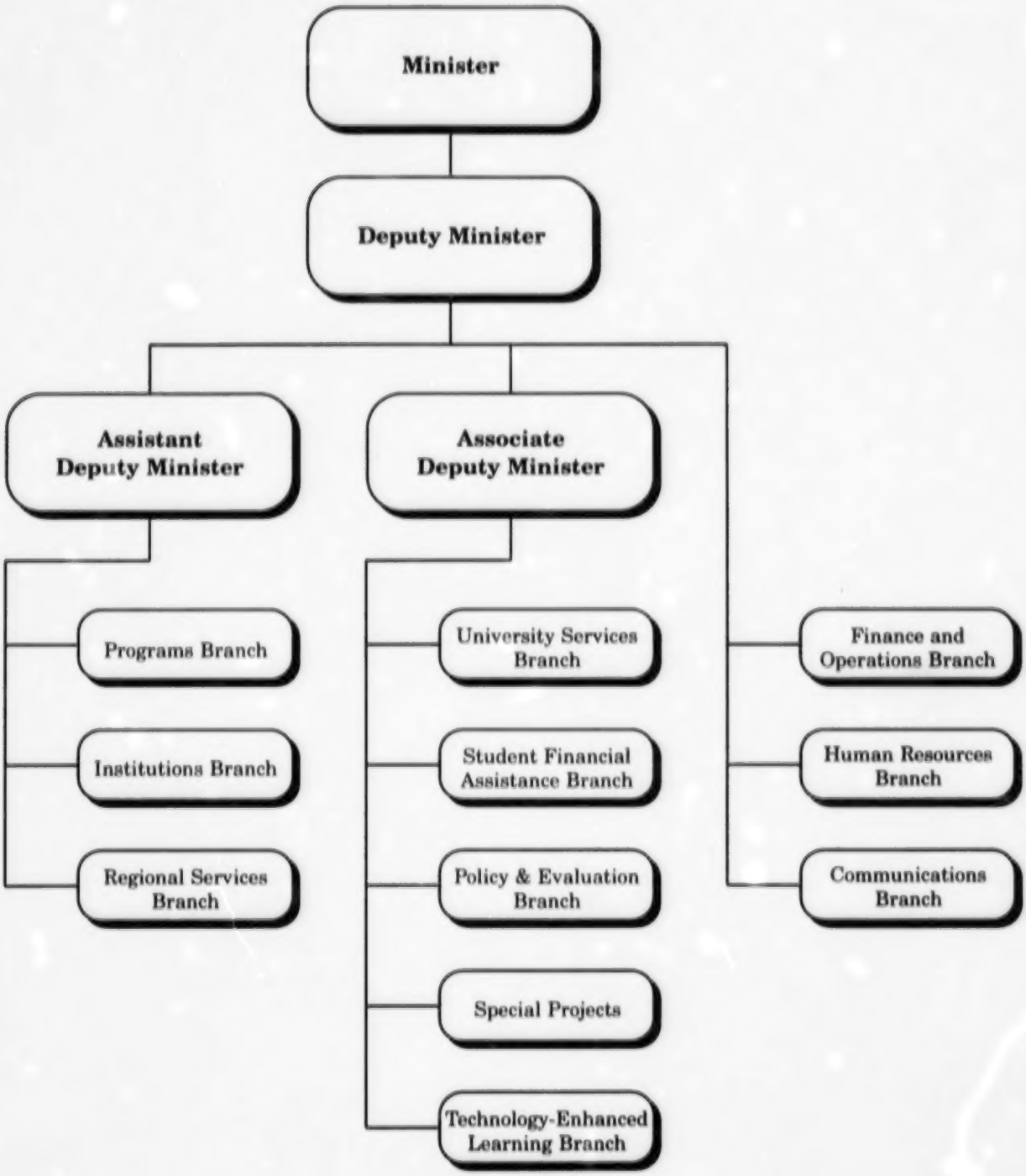
Highlights for the year include the following:

- The opening of 20 Canada-Saskatchewan Career and Employment Services offices throughout Saskatchewan. These offices represent a new regional delivery system for the department, and offer career and employment programs and services to all residents.
- The launching of *SaskNetWork*, a comprehensive web site that integrates several career services web sites and labour market information products into a single site. SaskNetWork facilitates clients carrying out career and job-related research themselves.
- Public consultations on a new apprenticeship legislation which led to passing of *The Apprenticeship and Trade Certification Act* in May 1999. The new industry-led Apprenticeship and Trade Certification Commission will be responsible for managing the provincial apprenticeship system, and overseeing a renewal process.
- An agreement was reached with the Canada Millennium Scholarship Foundation. Beginning in January 2000, and for the next 10 years, approximately 32,000 Canada Millennium scholarships will be awarded to Saskatchewan full-time post-secondary students. These scholarships represent some $97 million in student assistance over this time period.
- The second phase of the Forestry Sector Partnership was announced in May 1999 to help train local people for jobs in the expansion of the forestry industry. This expansion is expected to create nearly 10,000 jobs over the next several years.
- Capital funding for three joint use facilities was announced for North Battleford, Humboldt and Weyburn involving Regional Colleges, SIAST, the K-12 system and others.
- The statutory reviews of the mandates of SIAST and the Regional Colleges were initiated and will be completed in the next year. These reviews will be important elements in establishing future directions for these institutions, which are the foundation of our training system.

In the coming year the department will be developing, again with sector partners, a sector-wide approach to strategic planning and accountability. This will involve the publication of a sector plan (including performance measures) and release of an annual report which will focus on progress towards achieving the plan. The department will continue to work closely with its sector partners in ensuring that the post-secondary education, training and employment services system meets the needs of individuals, communities and industry.

Neil Yeates
Deputy Minister of Post-Secondary Education
and Skills Training

Organization Chart



Mandate

The mandate of the Department of Post-Secondary Education and Skills Training is to advance the societal, economic and personal well-being of Saskatchewan people by ensuring the availability of relevant post-secondary, skills training and labour market programs. The department focuses on responding to the learning needs of Saskatchewan youth and adults, and the employment needs of the provincial labour market.

Governing Legislation

The Acts listed below set up the overall framework for the post-secondary education and skills training system:

- ***The Education Act, 1995*** assigns to the Minister of Post-Secondary Education and Skills Training responsibility "for all matters not by law assigned to any other minister, department, branch or agency of the Government of Saskatchewan relating to post-secondary education". Post-secondary responsibilities defined under the Act include funding and policy development. Institutions defined as post-secondary include the universities, Regional Colleges, the Saskatchewan Institute of Applied Science and Technology, and private vocational schools. The Act also enables the Minister to "take any measure that the Minister considers appropriate including establishing and operating any programs and services to provide training and educational opportunities for Saskatchewan people".

- ***The Human Resources, Labour and Employment Act***, Section 4.01 is jointly administered with the Minister of Labour and assigns to the Minister of Post-Secondary Education and Skills Training, and the Minister of Labour responsibility to:

  "(a) establish and operate any programs and services connected with manpower matters that he considers necessary to provide adequate employment opportunities for residents of Saskatchewan, including programs related to:

  (i) job placement;

  (ii) labour market research;

  (iii) labour mobility;

  (iv) migration of persons into Saskatchewan;

  (v) the development of employment in Saskatchewan;

  (vi) vocational guidance and employment counselling related to the creation of employment opportunities;

(b) coordinate and promote policies, programs and activities of the departments and agencies of the Government of Saskatchewan relating to job creation;

(c) coordinate the activities of other departments and agencies of the Government of Saskatchewan to facilitate the development of a comprehensive labour market directed program;

(d) monitor, promote and co-ordinate the development and implementation of programs respecting the provision of jobs in Saskatchewan;

(e) take measures to provide the people of Saskatchewan with the opportunity to participate in those programs;

(f) collect and disseminate information with respect to the development of employment in Saskatchewan, including the establishment of local offices;

(g) encourage and stimulate job creation and job development ideas by the departments and agencies of the Government of Saskatchewan and the private sector;

(h) undertake planning, research and investigation with respect to job creation in Saskatchewan; and,

(i) implement any programs that he considers necessary with respect to the provision of jobs in Saskatchewan."

- ***The Apprenticeship and Trade Certification Act, 1999*** provides a legislative framework for overseeing the training of apprentices and tradespeople in designated trades, including the establishment and maintenance of standards, through an industry-led commission structure. This Act replaces the existing legislation.
- ***The University of Saskatchewan Act*** **and** ***The University of Regina Act*** establish the legal framework for the governance, programs, finance and administration of the province's two universities. The University of Saskatchewan and the University of Regina publish their own financial statements/annual reports as required under their respective statutes.
- ***The Saskatchewan Institute of Applied Science and Technology Act*** enables the Minister to oversee all matters relating to the Saskatchewan Institute of Applied Science and Technology (SIAST) including policies, programs, standards and fees. SIAST publishes its own financial statements/annual reports as required under statute.
- ***The Regional Colleges Act*** enables the Minister to oversee all matters relating to the Regional Colleges including policies, programs, standards and fees. The Regional Colleges publish their own financial statements/annual reports as required under statute.
- ***The Private Vocational Schools Regulation Act*** establishes registration procedures for these schools and allows the Minister to regulate all aspects of their operation.
- ***The Student Assistance and Student Aid Fund Act, 1985*** is the legislation which provides for Saskatchewan post-secondary student loans and the administration of the Student Aid Fund.

The following Acts for which the Minister of Post-Secondary Education and Skills Training is responsible relate to specific programs and organizations in the education system:

- ***The Ancillary Dental Personnel Education Act***
- ***The Registered Music Teachers Act***

Administering Legislation

The department provides consultative, administrative and support services to authorities and institutions, and to the public on legislation and administration of the post-secondary education and skills training systems. Legislation is reviewed to ensure it supports the department's goals and priorities, and enables effective responses to changing circumstances.

Objectives

To identify and coordinate the preparation of amendments to statutes and regulations, and to establish new or amend or delete existing statutes and regulations as needed.

Major Activities and Accomplishments

- ***The Apprenticeship and Trade Certification Act*** was repealed and a new Act establishing an industry-led commission structure responsible for apprenticeship and trade certification was created. The new Act is to be proclaimed October 1, 1999.
- ***The University of Regina Amendment Act, 1999*** was given royal assent on May 6th, 1999. The amendments clarify the approval required for the university to incur overdraft borrowing and vests in the university the right and ability to make by-laws regarding traffic and pedestrian control, similar to the rights vested in the University of Saskatchewan under the provisions of its enabling legislation. It is intended to be proclaimed November 15, 1999.
- ***The Training Allowance Amendment Regulations, 1998*** were introduced to bring the Provincial Training Allowance and the Provincial Youth Allowance in line with amendments being proposed by the Departments of Social Services, Health and Finance as part of the government's Social Assistance Program redesign. These regulations came into effect August 1, 1998.
- ***The Skills Training Benefits Regulations*** provide the authority for the department to deliver the Skills Training Benefits Program for Employment Insurance clients. These regulations came into effect January 20, 1999. Amendments to these regulations were passed June 8, 1999 to allow apprentices to receive skills training benefits and to increase day care allowances in line with the Student Loan Program.
- ***The Employment Program Amendment Regulations, 1999***, effective January 20, 1999, enhance the existing regulatory authority for the department to deliver employment programs and services for provincial social assistance recipients and federal Employment Insurance clients at a local community level. The amendments allow for delegated decision-making at the local level and increased allowable funding maximums in the Bridging Programs.
- ***The Partnership Program Amendment Regulations, 1999*** came into effective June 18, 1999. The Partnerships program provides employers with wage subsidies to hire students during the summer months, and students obtain work experience while earning money to finance their continuing education. The amendments ensured that students were not hired as replacement workers for existing staff and clarified the intent of the program to create new (incremental) jobs for students.
- ***The Education Amendment Regulations, 1999 (No. 2)***, will come into effect September 1, 1999 and are intended to increase the fee for writing the General Educational Development tests from $25 to $35, as well as allow people who are on social assistance or the Provincial Training Allowance to be exempted from the fee once in a two-year period.

Saskatchewan Training Strategy: Bridges to Employment

In July, 1999, the department published an Annual Progress Report outlining accomplishments against the objectives and specific actions of the *Saskatchewan Training Strategy* for the second year of implementation. Progress was reported on all objectives with most implementation activities being on schedule.

The *Saskatchewan Training Strategy* continues to enjoy widespread support across the province. The department remains committed to its implementation plan with some revisions in the timelines on specific actions. Specific outcomes for 1998-99 are detailed in the appropriate program and branch reports. Highlights of Year Two of the training strategy included:

- the initiation of a partnership web site for career and labour market information;
- the inauguration of the Canada Saskatchewan Career and Employment Services in 20 locations throughout the province;
- legislation to create a new Apprenticeship Commission;
- implementation of a Career and Employment Information System to support our new counselling role;
- implementation of an Evaluation Policy with initiation of the program evaluation process for Basic Education and the Provincial Training Allowance;
- initiation of a new Accountability Framework for the training sector beginning with the articulation by the Minister of expectations for each component of the sector, and, the approval of Business Plans by each institution setting out how it will achieve those expectations;
- continued development of a policy to encourage a representative workforce in the province, a policy framework for the department's relationship with community-based organizations, a new approach to funding our training institutions and the performance reporting requirements for the Accountability Framework; and,
- initiation of Ministerial Reviews as required by legislation of the Regional Colleges and SIAST.

The department is on schedule to replace the federal withdrawal from training and further increase opportunities by 1999-2000.

Number of Provincially Funded Training and Employment Opportunities

	1995-96	1997-98	1998-99	1999-00
Training	14,155	19,121	21,200	22,300
Employment	2,038	2,270	3,850	3,800
Total	16,193	21,391	25,050	26,100

The third and final year of the implementation of the *Saskatchewan Training Strategy* will:

- surpass the original training strategy target for increased opportunities in provincially funded training and employment programs;
- implement the new Saskatchewan Apprenticeship and Trade Certification Commission;
- complete evaluation of the Basic Education and Provincial Training Allowance and initiate evaluation of the JobStart/Future Skills program; evaluations for 2000-2001 include JobStart/ Future Skills, and Career and Employment Services (Regina and Saskatoon).
- evaluate the *Saskatchewan Training Strategy* itself and complete the Ministerial Reviews of SIAST and Regional Colleges to determine future directions for training in the province;
- finalize new approaches to funding training institutions and community-based organizations;
- develop and implement a Student Information System in cooperation with the Regional Colleges and the Apprenticeship Commission;
- phase in of *Building Strength, Realizing Potential: An Equity Policy Framework for Saskatchewan's Training System* to encourage development of a representative workforce in the province;
- further refine and implement the Accountability Framework with emphasis on reporting requirements; and,

- implement a Common Labour Market Planning Forum at provincial and regional levels with involvement of the Métis Nations of Saskatchewan, Human Resource Development Canada, and Saskatchewan Post-Secondary Education and Skills Training, and further develop a similar approach with First Nations.

The following chart outlines specific objectives for each of the three training strategy goals:

1. Develop a skilled workforce relevant to Saskatchewan's labour market.	2. Enhance access and support opportunities for all learners.	3. Create a coherent, effective and sustainable delivery system.
1.1 Develop better labour market information and planning at regional, sectoral and provincial levels.	2.1 Assist low income learners to access training.	3.1 Develop an integrated regional delivery system for training and labour market services.
1.2 Increase access and make skills training more timely and relevant to industry and community employment needs.	2.2 Maximize recognition and transfer of learning to increase mobility and access for learners.	3.2 Strengthen SIAST's provincial role in support of the *Saskatchewan Training Strategy*.
1.3 Increase the responsiveness of the Apprenticeship and Trade Certification program to better meet industry needs.	2.3 Provide improved access to career and employment services to support people in making their career plans and obtaining training or employment.	3.3 Expand partnerships with First Nations and Métis institutions and services to better identify and meet Aboriginal training and employment needs.
1.4 Make basic education more responsive to the education, training and employment needs of learners and employers.	2.4 Support social assistance recipients in developing their skills and finding sustainable jobs.	3.4 Improve coordination and integration of federal and provincial employment programs and labour market services.
	2.5 Promote equity, fairness and diversity throughout the training and employment system.	3.5 Establish funding, evaluation and accountability mechanisms for achieving the training strategy.
		3.6 Develop ongoing forums for collaboration in implementing, evaluating and improving the training strategy.

Programs Branch

The branch is responsible for the development and implementation of quality training and employment programs to meet the basic education, work experience and skills training needs of Saskatchewan adult learners, including employers and workers.

Training programs and related services delivered by this branch in 1998-99 included Literacy, General Education Development, Basic Education, Links to Employment, JobStart/Future Skills, Apprenticeship and Trade Certification, and Strategic Initiatives pilot projects.

Branch Objectives

- To provide a comprehensive and responsive training service, as part of the training strategy, to meet the needs of Saskatchewan residents and employers.
- To implement a Basic Education renewal plan to improve integration, delivery and accessibility to adult basic education, literacy and employability skills in preparation for further education, skills training or employment.
- To implement and expand the JobStart/Future Skills program to encourage increased industry investment in training and human resource planning.
- To implement new approaches to apprenticeship training including training delivery, expansion of apprenticeable occupations, increased equity group participation and expansion of high school apprenticeship training pilots.
- To continue to work with industry, communities and trainers to test new approaches to work/study to assist Saskatchewan residents to prepare for and obtain employment.
- To implement the Canada-Saskatchewan Strategic Initiatives Agreement in order to test new approaches to assist Saskatchewan's labour market.
- To strengthen industry and labour partnerships in training and human resource planning.

Special Needs Programs Unit

The Special Needs Programs Unit is responsible for the design, implementation and evaluation of programs and services broadly classed as basic education. Basic Education includes both academic preparation and programs teaching basic life skills, job readiness skills, career planning. Academic programs include Literacy, General Education Development (GED), English as a Second Language (ESL), Adult 10 and Adult 12. The Unit is also responsible for both post-secondary and basic educational programs for adults with disabilities.

Objectives

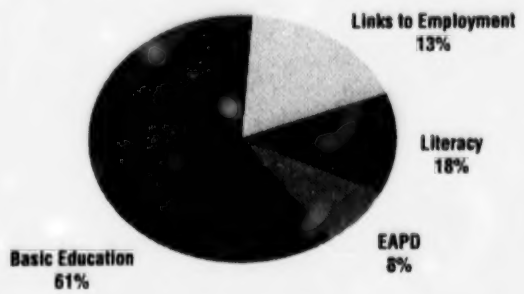
- To develop strategies to improve integration, delivery and accessibility to basic education, literacy and programs for adults with disabilities within the *Saskatchewan Training Strategy*.
- To deliver, with Saskatchewan Education, the Adult 12 Program in Saskatchewan's post-secondary institutions.
- To administer GED testing services that provide adults over 19 years of age, whose peer class has graduated from Grade 12, with an opportunity to obtain a GED Grade 12 standing for access to further educational and employment opportunities.
- To provide access for adults with low level literacy skills to programs which enhance development of those skills.
- To support other initiatives such as family literacy, volunteer tutor development and workplace-based literacy training.
- To coordinate development and maintenance of databases on adult basic education to monitor trends and emerging issues.

Major Activities and Accomplishments

Basic Education

- Supported the three components for basic education funding and delivery in the *Saskatchewan Training Strategy*. These include funds for Basic Education ($9.974 million), the Links to Employment Program ($2.65 million), Basic Education Counselling ($0.8 million), and Literacy ($1.164 million), including Family Literacy. The greater flexibility in program delivery is resulting in a greater demand for basic education and related programs, along with individuals staying longer in the various programs.
- Assisted in the design and information gathering for the Basic Education Evaluation in 1998-99 to evaluate the effectiveness of the basic education redesign.
- Monitored and supported the Adult 12 Program.
- Progressed in the development of a student record system to standardize reporting from all basic education delivery systems. Regional Colleges and SIAST transferred enrolment data electronically for the first time in 1997-98.
- Represented basic education on various task teams implementing components of the *Saskatchewan Training Strategy*.

Basic Education Participation in 1998-99



- Continued to provide GED testing services to Saskatchewan adults.
- Provided grants to the following organizations for provincial basic education development projects: Parkland Regional College's Attention Deficit Hyperactivity Disorder (ADHD) Project; Prince Albert Literacy Network's Family Literacy Module for Saskatchewan's BE 10 Program and SIAST-Kelsey campuses BE 10 Native Studies Resource Guide.

Literacy

- Provided provincial funding ($1.164 million) to support the ongoing delivery of adult literacy programs and services for about 2,500 adults in 12 post-secondary institutions, three community-based organizations, and two provincial organizations including the Saskatchewan Federation of Labour WEST program and the Service Fransaskois d'education des adultes Francophone literacy program.

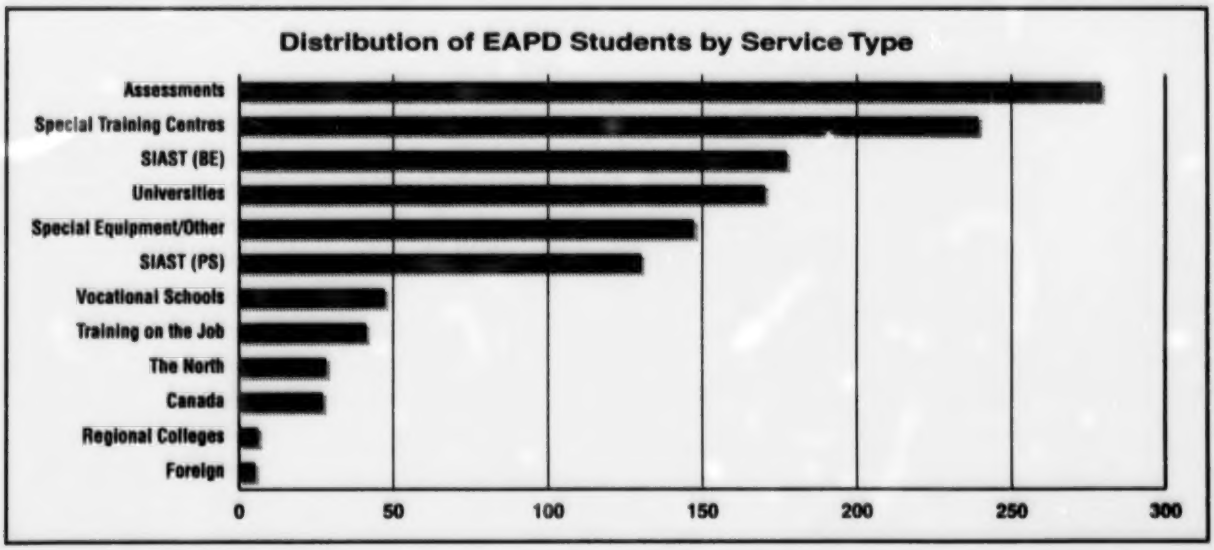
Family Literacy Initiative

- Introduced the *Family Literacy Initiative in 1998-99* under *Saskatchewan's Action Plan for Children* as part of a provincial strategy to support the social and economic needs of families. The department provided $300,000 in project funding to support the regional coordination and delivery of family literacy programs and services of 17 family literacy projects in 1998-99. Of this funding, $50,000 was allocated to the Saskatchewan Literacy Network (SLN) to coordinate family literacy training for practitioners and to provide support to projects funded under this initiative. Several projects funded under this initiative include Carlton Trail Regional College's *Single Native Mom's Family Literacy* in Lestock; Moose Jaw Separate School Division's *Turning Pages Together* in Moose Jaw; Northlands College's *Come Read with Me Family Literacy* in Northern Saskatchewan; and, a provincial Francophone Family Literacy program.
- Worked with Saskatchewan Literacy Network in the development of Program Standards for Family Literacy.

- Provided provincial literacy development grants to the Saskatchewan Literacy Network to support three projects: 1) publication of the learner publication, ON OUR WAY; 2) the maintenance of a provincial literacy directory and database; and 3) production of the videotape, *Fraser Mustard — The Effect of Economic Change in Societies, Children and Human Development*, keynote given at the SLN's 1998 Family Literacy Symposium, in Saskatoon.
- Funded, in partnership with the National Literacy Secretariat, the Saskatchewan Labour Force Development Board's *Learning at Work* project.
- Consulted with the National Literacy Secretariat (NLS), in the review of federal literacy project applications for NLS project funding assigned in five areas of activity: the development of learning materials; public awareness; literacy research; improved coordination and information-sharing; and improved access and outreach to literacy programs. In 1998-99, the NLS funded 30 literacy projects in Saskatchewan for $675,450. Examples of projects funded include: North West Regional College's *Cree-English Family Literacy Programming*, Pine Grove Correctional Centre's *Family Reading Project*, Saskatchewan Literacy Network's *Best Program Practices*, and Canadian Mental Health Association of Saskatchewan's *Mental Illness and Literacy*. The National Literacy Secretariat also funded two literacy projects for youth aged 15 - 24 through Literacy Corps funding for $37,000. Projects funded under this program include Rainbow Youth Regina's *Reading Education and Play Project*, and Swift Current Salvation Army's *Youth Literacy Project*.

Links to Employment

- The department increased funding for the *Links to Employment Program*, from $1.776 million to $2.65 million. This initiative is directed at increasing access and effectiveness of basic education programs through regional decision-making. Community Review Panels were established in eight regions; these panels made recommendations on the best use of the Links to Employment dollars that were available to their communities. In the remaining six regions, Regional Colleges consulted with community partners to allocate funding. The initiative funded 86 projects delivered by public, private and community-based organizations, and supported 1,650 new learning opportunities. Projects funded under this initiative provided a variety of new, more flexible basic education programming that responded to learner and regional needs. Examples of projects funded include: Circle Project Regina's *First Step*



Program, Moose Jaw Family Service Bureau's *Single Parents to Employment*, Prince Albert Literacy Network's *Read to Succeed*, Stardale Women's Group's *Honoring Ourselves*, Northlands College's *Workplace Learning*, Parkland Regional College's *Rural Access Program*, and Saskatoon Community Schools' *Community Learning for Success*.

The Employability Assistance for People with Disabilities (EAPD) Program

- Beginning April 1, 1998, the province entered into a new agreement with the federal government to cost-share defined measures that enhance the employability of adults with disabilities. The new agreement, called *Employability Assistance for People with Disabilities*, is for five years.
- The EAPD program supports assessments and training/education measures that assist adults with disabilities in gaining sustainable employment. It replaces the Vocational Rehabilitation of Disabled Persons (VRDP) program, which ended on March 31, 1998.
- Under EAPD, the department supports the delivery of disability-related services, tuition, books and training allowances for eligible students. Total program budget was $3.618 million. In the year under review, EAPD sponsored 279 students for assessments, and 1,017 in education and training programs. As well, through the use of an additional $500,000 in EAPD funds, potential students can access the services of 12 vocational counsellors who will help them access the EAPD training/education funds.

Training and Employment Programs Unit

The Training and Employment Programs Unit is responsible for the development and coordination of training and employment programs which assist individuals to prepare for and obtain employment in skilled jobs with employers.

JobStart/Future Skills

JobStart/Future Skills is a program to link the skills training needs of individuals with the employment needs of employers. Total expenditures for the program were $12.867 million.

Objectives

- To provide recognized training and employment opportunities for Saskatchewan people.
- To provide employers with skilled workers to fill new positions.
- To increase public training institutions' ability to respond quickly to industry needs for skilled workers.
- To provide recognized training that improves mobility and potential for career advancement.
- To assist the unemployed in making the transition to employment.
- To assist equity group members and social assistance recipients in making the transition to employment.
- To assist employed workers to upgrade their skills to meet the needs of a changing economy.
- To assist industry associations, communities, and training institutions to work together to meet the human resource needs of specific industries.

The program contains four options designed to allow for greater flexibility in training to meet employer and trainee needs. These options are:

- Workbased Training for the Unemployed assists employers in providing recognized portable training at the work site for newly hired employees.

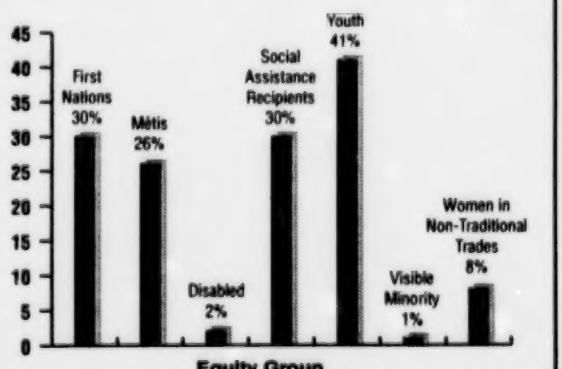
- Workbased Training for Employed Workers assists employers to retrain existing staff for new skills as a result of technological or workplace change.
- Institutional Quick Response Training provides short-term skills training at a SIAST campus or Regional College in response to skilled labour demands by employers in the local area.
- The Sector Partnerships component of the program supports industry sectors in implementing partnerships with communities and training providers for human resource planning and development of training approaches that meet industry needs. The program is an industry driven initiative that encourages partnerships between business, labour, Aboriginal partners, community organizations, and training providers such as SIAST, Regional Colleges and universities.

Major Activities and Accomplishments

- From the period April 1, 1998 to March 31, 1999, a total of 5,127 training positions were approved.
- Participation by component is as follows:
  - Training for Unemployed — 993 jobs for $3.469 million
  - Training for Employed — 2,034 jobs for $1.314 million
  - Institutional Quick Response — 2,100 jobs for $7.27 million

- Training occurred in a broad range of industry sectors: manufacturing and processing, agri-value; transportation; film and video; tourism and hospitality; and the service sector.
- 293 employers were involved in the Workbased Training for the Unemployed and contributed 50% of the training costs to their projects.
- 253 employers were involved in the Workbased Training for the Employed and contributed 66% of the training costs to their projects.
- Just over 75% of all Workbased Training projects were located in rural Saskatchewan and 77% of all projects involved 1-5 trainees per project.
- Regional Colleges and SIAST reported that 62% of graduates/completers of Institutional Quick Response training programs were employed 60-90 days after graduation. An additional 14% went on to further training.
- Follow-up surveys of employers indicated that 97% of participants in Workbased Training for the Unemployed were still working 60-90 days after the training was completed: 80% were with the same employer and 17% were with a different employer.
- 56% of Institutional Quick Response trainees were of Aboriginal ancestry.
- 30% of Institutional Quick Response and Workbased Training for the Unemployed participants were on social assistance prior to entering the program.

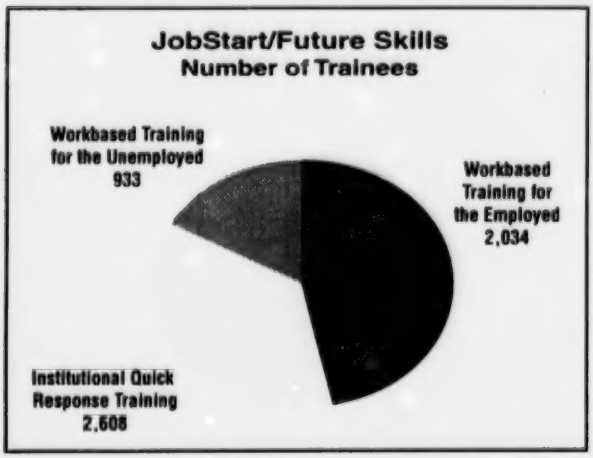
Institutional Quick Response Training
Participation by Equity Group, 1998-99

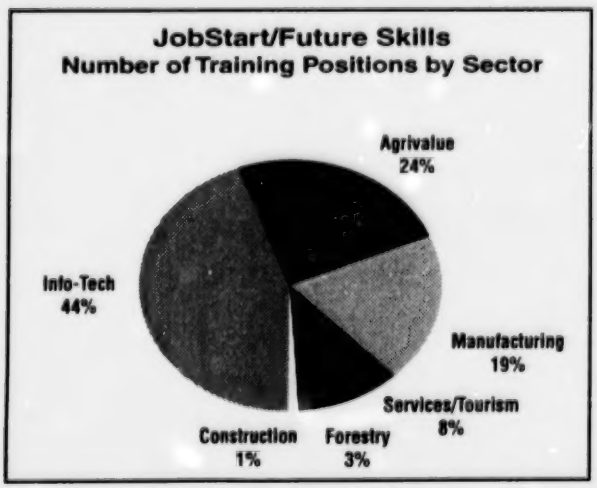


JobStart/Future Skills
Expenditures by Provincial Training Programs

Institutional Quick Response Training $7,270,000
Workbased Training for Unemployed $3,257,480
Workbased Training for Employed $1,188,849
Sector Partnerships $319,788
Program Delivery Support — $833,088

- Six Sector Partnerships were approved with a total commitment of $319,700. Industry sectors receiving funding include: Health Care (two projects); Food Processing; Forestry; Hunting, Fishing and Tour Guides; and Road Building/Heavy Construction.
- Nine industry sector projects that received program funding in the 1997-98 fiscal year were completed in 1998-99. The studies identify next steps/follow-up plans for the implementation of strategies that will assist industry in developing their skilled workforce needs. These sectors include: Tourism; Truck/Transportation; Implement Manufacturing; Music and Sound Recording; Apparel and Textile; Export Goods; Film and Video; Fire Safety Service; and Culture.


JobStart/Future Skills
Number of Trainees
Workbased Training for the Unemployed 933
Workbased Training for the Employed 2,034
Institutional Quick Response Training 2,608



Employment Programs

On April 1, 1998, the department implemented the province's new Employment Programs for provincial social assistance recipients. The new programs were designed to assist unemployed people on provincial social assistance to build employability skills through training and work experience and find on-going employment. The redesigned programs have incorporated the best practices from existing programs and integrated new approaches to programming. On January 1, 1999, Employment Insurance Clients became eligible to access these programs as well.

The Employment Programs budget for 1998-1999 was $6.9 million.

Objectives

- To assist eligible unemployed individuals to find sustainable employment and become self-sufficient.
- To provide flexible programs and options that are responsive to the employment and training needs of individuals and employers.
- To assist eligible employers to provide work experience and long-term employment for social assistance recipients.
- To support integrated regional decision-making and delivery of programs.

The Employment Programs provide four options designed to meet the employment and training needs of individuals:

- The Work Placement Program provides funding assistance to private and public sector employers to hire eligible program participants in jobs that provide on-the-job skills training and work experience leading to on-going employment.
- The Community Works Program provides funding assistance to community-based organizations and municipalities to hire eligible program participants in projects that provide meaningful work experience and provide a direct benefit or service to the local community.

- The Bridging Program provides a flexible range of programs, services and supports that link program participants to employment. These include assessment, career counselling, job readiness skills, employability skills, life skills, academic upgrading, literacy, entry level skills, work experience, mentoring, job coaching, job development services and employment-related supports.
- Job Development Services provides support to employers, including identifying job opportunities, skill requirements, and matching and recruiting individuals to fills those jobs.

The Employment Programs were implemented in April 1998 and initially delivered through the New Careers Corporation until staff were transferred to the department on September 1, 1998.

With the signing of the Labour Market Development Agreement (LMDA) between the province and the federal government, the provincial Employment Programs have also become employment tools for Employment Insurance clients, effective January 1999. Programs are delivered through Canada-Saskatchewan Career and Employment Services throughout the province.

Major Activities and Accomplishments

In 1998-1999, a total of 4,110 employment-related opportunities were created through the Employment Programs.

- The Work Placement Program provided wage subsidies and supports to employ individuals in 528 jobs.
- The Community Works Program created 680 job opportunities for individuals to gain on-the-job skills training and work experience.
- The Bridging Program provided 2,643 opportunities for individuals leading to employability and finding jobs.
- Through Job Development Services, an additional 259 unsubsidized job opportunities were created.

Future Training Programs Branch Objectives

- To maintain quality training and employment programs delivery service.
- To develop in partnership with Social Services, Health and the Federal government a multi-year plan for the funding of the Employability Assistance for People with Disabilities Agreement that will support programs and services leading to employment for people with disabilities.
- To evaluate basic education programs funded by the province to inform a process for program enhancements and redesign.
- To develop training approaches and a funding model to support the expansion of the forestry industry in Saskatchewan.
- To develop effective business and labour liaison for continuous improvement of Saskatchewan training programs.
- To develop with training providers an evaluation and accountability framework for Saskatchewan training and employment programs.
- To design and develop a Self Employment Program for Employment Insurance clients and social assistance recipients for implementation in 1999-2000. The new program will be part of the department's redesigned Employment Programs and will help individuals create their own jobs through self-employment.
- To design and develop a Regional Planning Partnerships Program for implementation in 1999-2000. The program will assist in the development of effective partnerships at the local and/or regional community level to: identify labour market needs; to develop innovative approaches to support job creation; to develop human resource strategies; to provide direction and support to labour market research; and to provide support to employees affected by significant layoff or business closure to find new jobs.

Apprenticeship and Trade Certification Unit

The Apprenticeship and Trade Certification Unit is responsible for ensuring that Saskatchewan apprentices, journeypeople and tradespeople are equipped with the necessary skills, knowledge and abilities to function effectively in the workplace, and to contribute to the economic and social enhancement of Saskatchewan.

Objectives

- To provide the opportunity for apprenticeship training and trade certification for workers and employers that meet provincial and national industry standards.
- To increase the responsiveness of apprenticeship training delivery through innovative and alternate delivery methods.
- To increase the awareness of trades and the Apprenticeship and Trade Certification program as an effective means to develop skilled workers.
- To increase access to apprenticeship for under-represented groups.
- To implement a comprehensive information system to support client service and accountability for continuous improvement.
- To implement the apprenticeship renewal plan including a new Apprenticeship and Trade Certification Commission to meet the current and future needs of employers and employees for skills development and certification.

Major Activities and Accomplishments

- The number of registered apprentices in the province has continued to grow with increased economic activity. As of July 1, 1999 there were 5,268 apprentices registered in 44 trades. This is an increase of 265 apprentices (5%) over the last year and an increase of 1,895 apprentices (56%) over the last five years. The number of designated trades has grown from 26 in 1986, to 44 in 1999. Some of the trades recently designated are in non-traditional areas such as the hospitality and tourism industry, and as well as agriculture.
- Technical training was provided for 2,692 apprentices in 1998-99 compared with 2,450 apprentices (10% increase) in the previous year, and 1,879 apprentices (43% increase) over the last five years. According to the four levels of apprenticeship, the distribution for 1998-99 was: first year – 790; second year – 676; third year – 760; and fourth year – 466. In addition, 332 tradespersons received upgrading training and 43 individuals received updating training to remain current with changing technology in the work place.
- Approximately 15,000 trade experience assessments were performed for apprentices and tradespeople to ensure that industry standards for work experience are met by individuals who attend training or write examinations.
- Increased emphasis has been placed on strengthening partnerships among the various stakeholders of apprenticeship training in a combined effort to deliver innovative and flexible technical training. Some examples include:
  - In a primarily work-based training program for level 1 Automotive Service Technician apprentices, Prior Learning Assessment and Recognition is used in recognizing dealership courses. Along with this, the employer delivers part of the technical training at the workplace with assistance from SIAST, Kelsey Campus. The apprentice attends classroom training at the institute for two weeks to complete level 1. This method of delivery allows the apprentice to learn at the workplace continuing to be productive to the employer and at the same time earn wages. The living away from home costs are reduced to two weeks for the institute portion of the training.
  - Delivering training in a centre near the home of apprentices continues to be a focus for the apprenticeship system. Carpenter training was delivered in the northern communities of LaRonge, Stanley Mission and Cumberland House. Crane and Hoist Operator training was delivered in Kindersley, Estevan and Lloydminster. Level 2 cook training was delivered in Swift Current and two courses for level 3 welders were delivered in North Battleford.

- Training for 18 roofer apprentices was delivered at the workplace with testing and monitoring conducted by the instructor from SIAST Woodland Campus.
- The training for bricklayer apprentices continued to be delivered in one course for all three levels. One full-time instructor and a part-time instructor delivered training to 16 apprentices in Regina.
- The flexible modular delivery for electrician apprentices continued at SIAST Palliser Campus. Apprentices booked into classroom training during the slow periods at the workplace. They have the opportunity to come and go from classroom training over the year as it complements employer needs.

- Interprovincial Standards Examinations were written by 1,077 apprentices and tradespersons compared to 999 in 1997-98. Of those examined, 847 passed the examination and acquired the Interprovincial Standards "Red Seal" designation on their journeyperson certificate. The "Red Seal" designation provides recognition of journeyperson standing in all participating provinces and territories.

- The Northern Apprenticeship Committee and Northern Lights School Division initiative "Making a Connection with the Workplace" continued. Forty youth and 56 apprentices took part in the first phase of the project. The project involves northern high school students exploring trades and technology and links career paths to apprenticeship and completion with a journeyperson certificate.

- An initiative to increase labour market information and provide improved client service by improving the record and scheduling system, was undertaken by the Apprenticeship and Trade Certification Unit in conjunction with the development of a department-wide computerized record system. This was a timely initiative to also address the apprenticeship system's needs for the year 2000. A needs assessment and a request for proposal were completed and the detailed design of the system began. The One Client Service Model (OCSM) was designed with development and implementation to occur in three phases. Phase I (conversion of current data) was implemented in January 1999 and Phase II (scheduling) was implemented May 1999. Phase III (addresses automated notifications and certificates) is scheduled to begin January 2000. The old computer system was discarded in February 1999. New computers were acquired for some district offices while other computers were upgraded to the standards necessary for the OCSM system.

Awareness and Communication

As a result of consultation with the various stakeholders of apprenticeship during 1997-1998, a major communication strategy for the Apprenticeship and Trade Certification program was developed. Initial promotional materials focused on creating an awareness of trades as a career option. Specific materials targeted youth, school administrators and guidance counsellors. A visual identity for the apprenticeship and trade certification program was also designed.

- Representatives from Post-Secondary Education and Skills Training, industry and educational institutions met to develop key messages to use in apprenticeship promotions. Sessions were held in La Ronge and in Regina. The participants in the northern session looked at the target audience more broadly, while the participants in the southern session focused on employers. The participants also discussed possible tactics to use in delivering the messages.

- Promotional materials that have been developed include:
  - testimonials from employers and apprentices across the province. These have been developed for print ads and for radio spots, to be delivered in three phases — June 1999, October 1999, and January 2000;
  - poster for northern schools and employer work sites;
  - print advertisements for the following magazines: *SIFC magazine*, *Sage*, *Opportunity North*, Saskatchewan Guidance Counsellors Association publication; and;
  - trades training information and curriculum guides for each trade.

- The new apprenticeship display was featured in 40 career fairs and trade shows across the province from September 1998 to June 1999. One-third of these events focused on educational opportunities for Aboriginal youth.
- Increased access to apprenticeable trades is one focus of the *Saskatchewan Training Strategy: Bridges to Employment.* The apprenticeship program is highlighted through an interactive computer program that accompanies the department's display, and in print and television advertisements.
- A national report entitled, *Aboriginal Participation in Apprenticeship — Making it Work!,* was released in June 1999. The report will be used to develop strategic direction for the apprenticeship and trade certification program in the coming years.

Apprenticeship Renewal

In 1996, in response to the federal withdrawal from purchase of training, the Provincial Apprenticeship Board (PAB) held public consultations based on the discussion paper, *The Future of Apprenticeship — An Industry Vision.* The results of the consultation were summarized in the report, *Apprenticeship Renewal... An Opportunity for Positive Change.* This report recommended a tripartite committee of industry, SIAST, and the Apprenticeship and Trade Certification Unit develop options for the future of the apprenticeship training and trade certification program.

In June 1997, the Provincial Apprenticeship Board delivered its recommendation to government in a report, *Apprenticeship Renewal — Options for a Renewed Apprenticeship System in Saskatchewan.* This report identifies "that the non-departmental government agency or crown corporation best meets the criteria for a successful apprenticeship structure for the future".

On May 21, 1998, the Minister of Post-Secondary Education and Skills Training announced that a new commission will manage the renewal of the Apprenticeship and Trade Certification system in Saskatchewan.

The Apprenticeship and Trade Certification Act, 1999

Public consultations regarding a new Apprenticeship Act were held in the fall and winter of 1998 with new legislation introduced in the spring 1999 legislative session.

The Apprenticeship and Trade Certification Act, 1999 was given Royal Assent by the Lieutenant Governor on May 6, 1999. The Act is to come into force on October 1, 1999.

With proclamation of the Act, the new industry-led Apprenticeship and Trade Certification Commission will be implemented with the authority and responsibility for management of the Saskatchewan Apprenticeship and Trade Certification system and its renewal. The Commission will:

- jointly develop apprenticeship and trade certification policy with the Department of Post-Secondary Education and Skills Training;
- foster an effective industry training culture among employers and employees within the designated trades;
- increase the awareness of Saskatchewan residents and employers about the opportunities to participate in the apprenticeship system in order to increase the skilled workforce of the province;
- work with industry and training deliverers to more accurately identify apprentice training needs and restructure technical training to better respond to needs of employers and workers;
- promote and support innovation in training delivery to make training more responsive to learner and employer needs;
- increase the commitment by employers and employees to train to national standards and enhance Saskatchewan industries' global competitiveness;
- generate revenues to increase funding available to help meet the increasing demand for apprenticeship training;
- increase the access and success of equity group members and youth in the apprenticeship training and certification system;

- continue the Apprenticeship and Trade Certification Unit staff's current bargaining rights and employment opportunities across government under *The Public Service Act;*
- develop a protocol to provide SIAST with the first opportunity for apprenticeship training delivery in Saskatchewan;
- negotiate an annual training plan with SIAST, other trainers and industry beginning in 1999-2000; and,
- maintain a relationship with the department and integration with the *Saskatchewan Training Strategy*.

Future Apprenticeship and Trade Certification Objectives

During 1999-2000, the new Apprenticeship and Trade Certification Commission will be established. This will be a transition year from the department to the Commission. A key objective in this transition will be the development of a multi-year strategic plan for apprenticeship renewal and the commission.

The following objectives reflect this transition:

1. Effective Apprenticeship Renewal Implementation

- Implement the new Apprenticeship Commission and renewal initiative.
- Develop a multi-year strategic plan for apprenticeship renewal.
- Develop and implement an integrated accountability framework for the new Commission.
- Coordinate budget planning and program approvals/authorities for program delivery.
- Design and implement Commission orientation and training.

2. Effective Partnership Development

- Establish and maintain liaison with Saskatchewan industry associations and labour organizations regarding apprenticeship renewal implementation.
- Promote partnerships with industry to encourage human resource planning.
- Develop a timely liaison process between the Department of Post-Secondary Education and Skills Training, and the Apprenticeship Commission.
- Establish and maintain good working relationships with SIAST and Regional Colleges.
- Maintain linkage with Saskatchewan Labour Force Development Board.
- Establish and maintain good working relationships with equity group organizations.

3. Effective Service and Program Delivery to Clients

- Provide timely and responsive delivery of programs and services for employers and workers.
- Increased apprenticeship training access for the northern and Aboriginal population.
- Support and promotion of innovative training delivery approaches.
- Promote apprenticeship to youth, employers, equity groups and the public.
- Implement provincial delivery of Skills Training Benefits for apprentices.
- Contribute to the development of the provincial policy framework for technology-enhanced learning.

Apprenticeship Statistics
Indentures*, Completions and Cancellations by trade, 1998-99

Trade	Number of Apprentices July 1, 1998	Indentures	Cancellations	Completions	Number of Apprentices June 30, 1999
Agricultural Machinery Technician	215	56	36	38	197
Aircraft Maintenance Engineer	5	13	0	0	18
Automotive Service Technician	455	130	58	62	465
Barber Stylist	2	4	0	0	6
Boilermaker	26	7	0	2	31
Boom Truck "A"	2	0	0	0	2
Boom Truck "B"	4	0	0	1	3
Bricklayer	24	8	0	1	31
Carpenter	661	129	31	41	738
Cement Finisher	19	1	0	0	20
Conventional Crane Operator	2	1	0	0	3
Cook	164	43	21	24	162
Cosmetologist	403	131	30	74	430
Crane and Hoist Operator	28	4	0	1	31
Drywall and Acoustical Mechanic	1	0	0	0	1
Electrician	610	190	23	80	697
Electronics Technician (Consumer Products)	9	1	0	0	10
Floorcovering Installer	0	1	0	0	1
Food and Beverage	24	3	0	0	27
Glassworker	8	0	1	2	5
Guest Services rep	9	4	0	0	13
Heavy-Duty Equipment Mechanic	190	65	12	34	209
Hoist Operator	0	0	0	0	0
Horticulture Technician	3	2	1	0	4
Hydraulic Crane Operator	3	4	0	0	7
Industrial Instrument Mechanic	134	20	4	20	130
Industrial Mechanic (Millwright)	226	57	1	24	258
Insulator	1	1	0	0	2
Ironworker Reinforcing Rebar	0	0	0	0	0
Ironworker Structural	24	12	0	0	36
Locksmith	1	2	0	0	3
Machinist	193	50	14	31	198
Motor Vehicle Body Refinisher	2	1	0	0	3
Motor Vehicle Body Repairer	176	35	17	16	178
Painter and Decorator	4	1	0	1	4
Partsperson	71	21	7	7	78
Plasterer	10	0	0	0	10
Plumber	284	101	30	30	325
Pork Production Technician	45	34	13	17	49
Power Lineman	105	26	25	13	93
Production Line Welder	6	1	0	0	7
Refrigeration Mechanic	81	24	14	10	81
Roofer	31	3	4	0	30
Sheet Metal Worker	128	26	18	20	116
Sprinkler Systems Installer	16	6	1	1	20
Steamfitter-Pipefitter	59	21	22	23	35
Steel Fabricator	7	6	1	0	12
Tilesetter	7	0	0	0	7
Tower Crane Operator	1	0	0	0	1
Truck and Transport Mechanic	112	39	13	15	123
Water Well Driller	1	0	0	0	1
Welder	391	95	47	82	357
Total	**5003**	**1379**	**444**	**670**	**5268**

* "Indenture" means, in the case of an apprentice, to be party to a valid and subsisting contract, that is registered with the director in accordance with *The Apprenticeship and Trade Certification Regulations*.

Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 1998-99

		Enrolment Levels			
Trade	**All Levels**	**First**	**Second**	**Third**	**Fourth**
Agricultural Machinery Technician	138	20	36	46	36
Aircraft Maintenance Engineer	16	9	1	4	2
Automotive Service Technician	312	72	72	90	78
Barber Stylist *	N/A	N/A	N/A	N/A	N/A
Boilermaker	18	10	4	4	N/A
Bricklayer	16	7	4	5	N/A
Carpenter	238	83	53	56	46
Cement Finisher	3	2	1	0	N/A
Cook (Day Release)	95	25	44	26	N/A
Cook (Traditional)	15	5	10	0	N/A
Cosmetologist *	N/A	N/A	N/A	N/A	N/A
Crane and Hoist Operator	9	6	3	0	0
Drywall and Acoustical Mechanic	0	0	0	0	N/A
Electrician	501	166	151	106	78
Electronics Technician (C.P.)	0	0	0	0	N/A
Floorcovering Installer	0	0	0	0	N/A
Food and Beverage **	N/A	N/A	N/A	N/A	N/A
Glassworker	2	0	1	0	1
Guest Services Representative **	N/A	N/A	N/A	N/A	N/A
Heavy-Duty Equipment Mechanic	116	20	12	48	36
Horticulture Technician	2	2	0	0	0
Industrial Instrument Mechanic	38	5	12	12	9
Industrial Mechanic (Millwright)	164	58	34	48	24
Insulator	0	0	0	0	N/A
Ironworker Reinforcing Rebar	0	0	0	0	N/A
Ironworker Structural	23	11	12	0	N/A
Locksmith	2	2	0	0	N/A
Machinist	140	34	23	47	36
Motor Vehicle Body Repairer	71	14	17	24	16
MVB Refinisher	0	0	0	N/A	N/A
Painter and Decorator	1	1	0	0	N/A
Partsperson	56	17	28	11	N/A
Plasterer	0	0	0	0	N/A
Plumber	221	81	49	51	40
Pork Production Technician	2	0	2	N/A	N/A
Power Lineman	38	24	0	4	10
Refrigeration Mechanic	54	9	12	22	11
Roofer	15	3	7	5	N/A
Sheet Metal Worker	98	34	20	21	23
Sprinkler Systems Installer	5	1	3	1	0
Steamfitter-Pipefitter	36	13	9	6	8
Steel Fabricator	0	0	0	0	N/A
Tilesetter	6	1	2	3	N/A
Truck and Transport Mechanic	58	10	12	24	12
Water Well Driller	0	0	0	0	0
Welder	183	45	42	96	N/A
Production Line Welder *	0	0	0	0	0
TOTAL	**2692**	**790**	**676**	**760**	**466**

* Technical training is completed prior to registration.

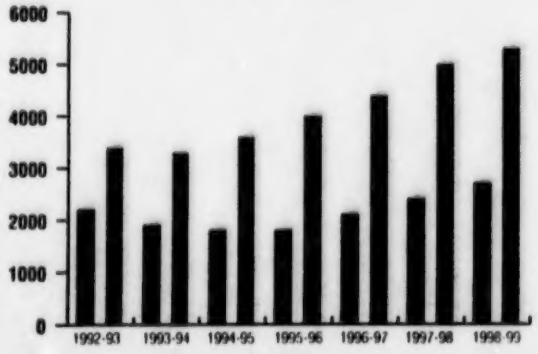
** Technical training is in partnership with Saskatchewan Tourism.

N/A — No applicable training for this Trade/Level

Interprovincial Standards Examinations, 1997-99

Trade	1997-98 Number Examined	1997-98 Number Passed	1998-99 Number Examined	1998-99 Number Passed
Agricultural Machinery Technician	54	40	45	39
Automotive Service Technician	99	71	114	69
Boilermaker	3	3	5	5
Bricklayer	3	2	6	4
Carpenter	67	33	79	45
Cook	66	41	44	28
Cosmetologist	160	136	186	168
Crane and Hoist Operator	6	5	7	2
Electrician	110	92	101	81
Electronics Technician (C.P.)	0	0	0	0
Floorcovering Installer	1	1	1	1
Glassworker	1	1	2	2
Heavy-Duty Equipment Mechanic	35	16	51	34
Industrial Instrument Mechanic	26	21	41	33
Industrial Mechanic (Millwright)	45	43	38	25
Insulator	12	12	0	0
Ironworker Structural	0	0	0	0
Machinist	48	46	33	33
Motor Vehicle Body Repairer	24	16	19	18
Subtrade: MVB Refinisher	0	0	0	0
Painter and Decorator	3	2	1	1
Partsperson	28	26	27	25
Plumber	31	26	40	32
Power Lineman	22	19	12	9
Refrigeration Mechanic	13	10	14	11
Roofer	3	0	3	0
Sheet Metal Worker	12	11	24	21
Sprinkler Systems Installer	4	3	2	1
Steamfitter-Pipefitter	27	25	33	32
Steel Fabricator	1	0	3	3
Truck and Transport Mechanic	14	7	24	18
Welder	81	66	122	107
TOTAL	**999**	**780**	**1077**	**847**

Total Registered Apprentices and Apprentices Enrolled in Regular Apprenticeship Courses
1992-93 to 1998-99



Indentures, Completions, Cancellations and Apprentices

1994-95 to 1998-99

Year	Number of indentures during year	Number of completions during year	Number of cancellations during year	Number of apprentices at end of year
1994-95	927	317	394	3589
1995-96	1141	265	408	4044
1996-97	1197	523	300	4418
1997-98	1420	334	501	5003
1998-99	1379	670	444	5268

Canada-Saskatchewan Strategic Initiatives Agreement

In January 1996, Saskatchewan signed a three-year agreement with Human Resources Development Canada for $26 million to test new approaches to develop the province's labour force. One-half of this funding has been delivered through JobStart/ Future Skills to assist employers and workers to meet Saskatchewan's skilled worker needs. The provincial funding has supported 600 employer-based training projects and created training opportunities for approximately 3,700 unemployed Saskatchewan residents. The other $13 million was used to pilot initiatives to improve the links between the labour market and people seeking employment in Saskatchewan. Pilot projects were tested in three key areas: labour market information, career services and work/study. All initiatives have been evaluated for effectiveness and application to future programs and services.

Objectives

- To test a province-wide integrated approach for the development and delivery of local, provincial and national labour market information.
- To test community-based models of career services delivery using multi-media.
- To test new work/study concepts with a focus on exploring innovative approaches which strengthen the linkage between skills development and local labour market needs.
- To evaluate all pilot projects to determine their effectiveness, efficiency and potential for future programs and services applications.

Major Activities and Accomplishments

As of 1998-99, a total of approximately $13.2 million was expended on 91 pilot projects throughout the province. Approximately 1,400 Saskatchewan residents received direct skills development and employment opportunities through these projects.

Labour Market Information

- As of 1998-99, a total of approximately $2.1 million has been expended on 28 pilot projects to develop a province-wide network for compiling and distributing labour market information (LMI).
- The purpose of the LMI Initiative was "to develop and test an automated province-wide labour market information network to gather, analyze and use labour market information to better meet the needs of Saskatchewan people." The objectives of the LMI Initiative were:
  - to identify information gaps concerning employment demand and supply;
  - to establish a partnership among major labour market stakeholders in data collection, database development, information dissemination, access to information; and,
  - to develop LMI products, access and delivery methods.
- The LMI Initiative was implemented in three phases:

1. Development of the Data and Network
This phase aimed at developing a coordinated approach to data collection, database development, and access to databases.
The objectives were:

- to establish a comprehensive, automated LMI network that will enable and encourage communications and information sharing among a variety of partners;
- to establish a partnership among interested organizations to collectively identify and prioritize LMI needs for product development and dissemination; and,
- to develop LMI databases and information, and create access to existing information, to meet the LMI partners' needs.

2. Product Development
The objective of this phase was to develop and pilot test client service-oriented LMI products to support counselling, training, career planning, labour adjustment and employment services; as well as planning-oriented LMI products for program and policy planning and development.

3. Dissemination of Products
The final phase was to develop and pilot test a variety of access methods for database sharing and dissemination of those LMI products that were developed in Phases One and Two. The mechanisms for access that were tested included the Wide Area Network (WAN) and the Internet.

Key Learnings

- The LMI initiative experienced delays in product development and project timing. Establishing partnerships, development and implementation of new processes, policies, procedures, compatibility of equipment, technology and administration all took considerable amounts of time and energy.
- Major innovations have been piloted through the LMI projects in the areas of partnerships, information collection, product development, and information distribution. Implementation of new technology was used to develop a new LMI network to improve information distribution and accessibility. The rapidly changing technology created opportunities for LMI product development and distribution as well as challenges in keeping projects up-to-date and ensuring compatibility for distribution and access. The LMI initiative provided a structure for the collection of and distribution of LMI throughout the province, a capacity that did not previously exist.
- The use of a large number of partners and a variety of methods in collecting and using the information represented an innovative approach in coordinating and delivering labour market information and service. The partnerships formed are an important step for future innovations and product development. Partnerships formed by the LMI developers and users included both orders of government, business and labour representation, Aboriginal organizations, target groups, education and training institutions, and other stakeholders. The LMI initiative strengthened the relationship among the stakeholders and resulted in a new structure for collection of LMI in Saskatchewan. It also enhanced the continuing relationship between both provincial and federal orders of governments.

Future LMI Initiatives

- There is an ongoing requirement for information about the labour market by both orders of government. Evaluation of LMI products and services will be required. As well, there is a need to develop a plan to maintain and expand partnerships and to analyze the cost-effectiveness and return on investment of the LMI products and services.

Career Services

- As of 1998-99, approximately $3.7 million was expended on 13 Career Services projects funded under Strategic Initiatives. These projects included three major community-based pilots plus pilot projects to assist in the transition from Strategic Initiatives to the Canada-Saskatchewan Career and Employment Services.
- The three community-based pilot projects considered cultural and geographic differences in Saskatchewan. They were: the **Northern Project**, sponsored by the Keewatin Career Development Corporation (KCDC), **Rural Project**, sponsored by Regional Colleges, and the **Urban Project** (Regina Career Linx).

1. Northern Project
The Northern Project developed a career assessment process to encourage northern residents to increase their level of education and to access career opportunities. There was a strong cultural component to this project. The project included:

- training for counsellors that focused on methodologies to assist northerners to deal with social and health problems affecting them;
- training counsellors and clients to use multimedia career services resources;
- access to career services web sites;
- development of a web site with specific northern employment and training opportunities and economic development initiatives;
- development of northern labour market information; and,
- a public awareness campaign to raise awareness and encourage northerners to pursue a variety of career options.

The Northern Project was sponsored by Keewatin Career Development Corporation which represented a partnership of the following:

- Athabasca First Nations (Black Lake, Fond du Lac, and Wolliston Lake);
- Dumont Technical Institute;
- Ile-à-la Crosse School Division;
- Jim Brady Development Corporation;
- Meadow Lake Tribal Council;
- Methy Pathways;
- Northcote Métis Pathways;
- Northern Lights School Division;
- Northlands Regional College;
- North West Region III Métis Pathways; and,
- Woodland Cree Enterprises.

As a result of the Northern Project counsellors are using the Internet for career development purposes and Internet connections exist in designated schools and other sites.

2. Rural Project

The Rural Project established and tested multimedia resource career services centres in seven Regional Colleges within the province. These centres assisted clients, including those with special needs, to access career services information with the use of on-line computers. Extended services were provided. The services of the centres were promoted and marketed within these communities and the province.

3. Urban Project

A partnership among three agencies that provided complementary career services in Regina resulted in the development of the Regina Career Linx Project (RCL). The primary focus of this partnership was meeting client needs through collaboration, coordination and sharing of resources. RCL offered a centrally located service to provide clients with the resources needed to assist them in planning and placement by directing clients to appropriate agencies for career training, employment, and related services. Clients received technical support that enabled them to access the Internet and use web sites for career information.

The RCL Project used various committees for planning purposes. These committees included employers, K-12 educators, human resources professionals, career counsellors, government agencies (federal, provincial, and municipal), and representatives from organizations related to health, disabilities, and rehabilitation, as well as community associations and other professional organizations.

Key Learnings

- The Career Services initiative identified the following as essential to a more relevant career service system:
  - better coordination of planning and service delivery across the two orders of government;
  - more community involvement in the development of programs and services;
  - more involvement of employers and various industry sectors in identifying training priorities and providing training opportunities; and,
  - improved access to training and jobs for the disabled, Aboriginal people, women, members of visible minorities, people on social assistance, youth and displaced workers.
- Partnership played a vital role in the success of the Career Services projects. Community partnership structures/boards had the highest level of commitment when they had input into the design and implementation of the multimedia resource centres.
- The Career Services projects forged community partnerships. Challenges that Career Services projects attempted to meet were: the cost of technology, the lack of expertise by counsellors and clients in the use of technology, and the need for updating of career services information. Services to clients were significantly improved in all three projects through the use of computer technology, making it easier for stakeholders to find up-to-date career and labour market information.

- The lessons learned were:
  - multimedia technology was effective for the delivery of career services;
  - partnerships resulted in information sharing and efficient use of resources; and,
  - longitudinal data collection for evaluation should be incorporated into delivery mechanisms

Future Career Services Initiatives

The learnings and systems developed for Career Services under the Strategic Initiatives are being incorporated into the Career Services provided by Canada-Saskatchewan Career and Employment Services.

Work/Study

- As of 1998-99, a total of approximately $5.3 million was expended on 50 Work/Study projects. This levered approximately $8.4 million in sponsor and partner contributions.
- The Work/Study initiative was designed to test and evaluate new work/study concepts with a focus on exploring approaches which strengthen the linkage between skill development, and local labour market needs and which provide recognition for skill development in the workplace.
- The goal of Work/Study was to establish pilot projects to test innovative approaches to learning, skills development and work preparation of Saskatchewan residents leading to employment.
- The objectives of Work/Study were to:
  - test new ways to increase **industry partnerships** in competency-based training;
  - test new approaches to increase participation of **equity groups** in innovative training leading to quality jobs;
  - test new ways of increasing **self-employment** opportunities; and,
  - test new **community partnerships** leading to employment.
- Two hundred applications were received during the first two years of program operation. Fifty projects were approved for funding and allocated to four "Eligible Project Areas" as follows.
  - Industry Partnerships projects 21
  - Community Partnerships projects 12
  - Equity Group Participation projects 10
  - Self-employment 7
- The SI initiative invested $5,340,626 in the development and delivery of 50 Work/Study projects (average cost of the projects was $106,813). The SI contribution leveraged an additional $8,389,959 in cash and in-kind contributions from applicants and partners.
- A large number of participants (1,150) benefited from training. Equity target group participation was encouraged and project approval was partially based on plans to include equity target groups. The overall percentage of equity target group participation was 98%, comprised of the following:
  - 35% youth;
  - 26% of Aboriginal ancestry;
  - 14% social assistance recipients;
  - 13% visible minorities;
  - 6% disabled; and,
  - 4% women in non-traditional occupations.
- Partnerships with industry were an important element of most projects. The partnerships demonstrated labour market need and opportunity, facilitated increased cooperation between community groups, institutions, and industry, and encouraged joint responsibility for training. Industry partners participated in a variety of roles including curriculum development activities and provision of wages to trainees. More than 330 businesses were involved in Work/Study projects (17 projects were proposed by the industry sector and 36 projects included specific partnerships with industry).

  The table below profiles the involvement of community partners (other than industry) in the SI Work/Study projects. SIAST played a major role in both the provision of training and in certification.

Organization	*Sponsor*	*Partner*
Community-Based Organizations	12	2
SIAST	11	16
Aboriginal	7	21
School Divisions	5	6
Private Trainers	4	8
Regional Colleges	2	3
Universities	—	3

Key Learnings

- Projects were successful because they came directly from local communities who identified trainee and employer needs and because they were designed to link directly with employment. Involvement of industry in training design, content, and delivery maximized the training relevance.
- Partnerships encourage organizations to work together to deliver training for employment. Successful partnerships require commitments from all those involved and are sustained when the partners perceive mutual benefit. Partnerships result in financial savings through decreased duplication, leveraging of resources, and increased numbers of shared services.
- Training and employment opportunities were increased through the innovative pilot projects and the creation of new jobs.
- Projects targeted to equity groups were successful in incorporating their needs because they adapted the training delivery to these needs including the provision of support services.

Future Work/Study Initiatives

Learnings and innovative approaches of the Work/Study initiative are being incorporated into ongoing training and employment programs. Examples include:

- new approaches to apprenticeship training whereby employers delivered competency-based training on the work site in partnership with SIAST and Regional Colleges;
- partnerships including a northern school district, apprenticeship, and industry to increase northern access to apprenticeship;
- programs combining job skills training and part-time employment with basic education; and,
- dual credit training — high school and technical.

Evaluation

- A contract was signed with Calibre Consulting in 1996-97 to conduct the evaluation of the Canada-Saskatchewan Strategic Initiatives Agreement.
- The evaluation focuses on the (formative) process of implementation and operation of the Strategic Initiatives project plus the (summative) impact projects have on clients.
- Evaluation results will benefit both orders of government, clients and the public through the determination of effective approaches to assisting Saskatchewan's labour market.
- Evaluation results will be used to inform activities to be undertaken by the province as a result of the Canada-Saskatchewan Labour Market Development Agreement.

Institutions Branch

Institutions Branch works collaboratively with SIAST, Regional Colleges, private vocational schools, Saskatchewan Indian Institute of Technologies (SIIT), and Dumont Technical Institute (DTI) to advance the goals of the *Saskatchewan Training Strategy*.

The branch is responsible for policy development, funding, accountability and the administration of legislation and regulations, including the administration of five inter-provincial health-training agreements. It is also responsible for the development of products to support the delivery of career and employment services, and for a Youth Futures pilot project in Prince Albert.

Objectives

- To develop policy and enhance system-wide coordinating mechanisms for planning and program development with public and private training institutions, and other service providers.
- To take joint action with the training institutions and industry partners in the development and implementation of an accountability framework, new funding mechanisms and an equity framework.
- To provide and expand career development and employment services, and to enhance the public's access to these services.
- To work with community stakeholders regarding Youth Futures to test approaches for providing disadvantaged youth with education, training, work experience and other supports to prevent and reduce dependency on social assistance.
- To strengthen private vocational schools and ensure safeguards for learners through department advisory committees consisting of school operators.
- To designate qualifying institutions worldwide for Canada and Saskatchewan Student Loans.

Major Activities and Accomplishments

Partner Institutions and Agencies

- Provided key inputs to consultations and design work on funding, accountability, equity, human resources and facilities in support of provincial training institutions.
- Provided leadership in the development of a Progress Report on the Accountability Framework. Senior staff from SIAST, DTI and Regional Colleges participated in articulating the reciprocal obligations that this framework provides for both the department and the institutions.
- Coordinated the development and implementation of a regional planning process and continued the development of business plans with Regional Colleges and SIAST. In conjunction with the branch, SIAST developed and submitted its first detailed three-year business plan.
- Initiated the statutory SIAST and Regional Colleges' mandate reviews that will report to the Minister in the winter of 1999-2000.
- Provided a total of $83.635 million in grant payments to SIAST and eight Regional Colleges and Lakeland College. Of this total, SIAST received $72.958 million and the colleges received $10.677 million.
- SIAST provided through its four campuses, technical-vocational, adult basic education, apprenticeship training, university courses and career enhancement programs to over 14,000 full-time and part-time students. In addition, SIAST managed over 30,000 individual course registrations in a variety of extension programs. The Regional Colleges managed in excess of 35,000 enrollments in various post-secondary programs and courses in rural Saskatchewan.
- Supported SIAST restructuring as a single, province-wide organization with four campuses. The restructuring process sets out a renewed and refocused role for SIAST resulting in improved coordination of programs across the province to better meet the needs of students, industry and business.

- Provided $2.346 million to the Dumont Technical Institute (DTI) for administration (operating grant) and specific training programs and services. DTI also has access to other sources of non-provincial funds to support its programs and services.
- Provided $341,000 in support of five inter-provincial agreements for Saskatchewan residents ensuring access to and securing training in specific areas of the health sector. Currently, there are over 50 Saskatchewan students enrolled in specific health programs in Ontario, Alberta and Manitoba.
- Worked with the Fransaskois community and the federal government to facilitate labour market studies and develop a status report for the Minister of Post-Secondary Education and Skills Training.
- Continued to work with educational agencies concerning the provincial and inter-provincial initiatives on Prior Learning Assessment and Recognition (PLAR), and Credit Transfer, including representation on the PLAR National Forum and the renewal of the International Qualification Assessment Services (IQAS) Agreement to provide for assessment of foreign credentials.

Career Services

- Three Career Services Strategic Initiatives pilots developed community partnerships and several new multimedia services, including CD-ROMs, to extend access and effectiveness of training programs.
- Approximately 17,000 clients were provided information on career, employment and income support through the toll-free Career Information Hotline (1-800-597-8278) between July 1998 and June 1999.
- Provided several career resource publications, including: *What to Study Guide; Scholarships, Bursaries, Awards and Loans Booklet;* and *Job Search Handbook*, to assist individuals in making informed career decisions.
- Developed under the Canada-Saskatchewan Strategic Initiatives Agreement, *SaskNetWork*, a web site devoted to providing information on career planning, education and training, employment, labour market information, financial assistance and other related information. It merges together several other web sites and it is linked to hundreds of web sites at all local, provincial and national levels. Since the web site was launched in January 1999, there have been approximately 9,100 hits on it, averaging about 1,000 hits per month.
- Supported the Department of Education regarding the articulation of credits in the K-12 Practical and Applied Arts curriculum for SIAST programs.

Private Vocational Schools

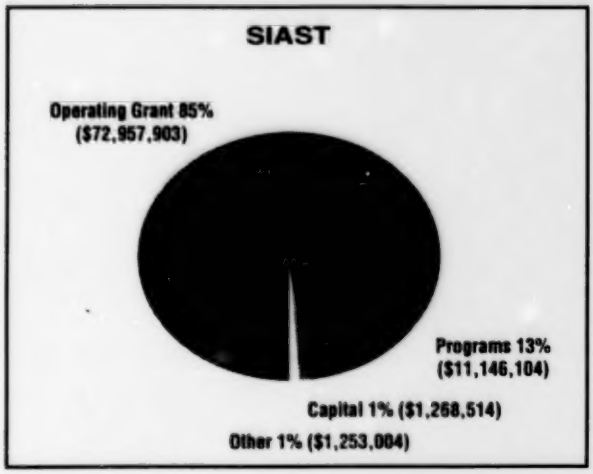
- Forty-eight private vocational schools (both Categories I and II) enrolled over 4,700 students. A Category I school provides training to fee-payers. A Category II school provides training to students whose training costs are paid by a sponsoring agency.
- Six new schools registered in 1998-99; over 70 new programs were registered in a variety of training program areas.
- Of the 1,830 students who completed programs in a Category 1 school, 88% obtained employment according to the Graduate Employment Statistics Report.

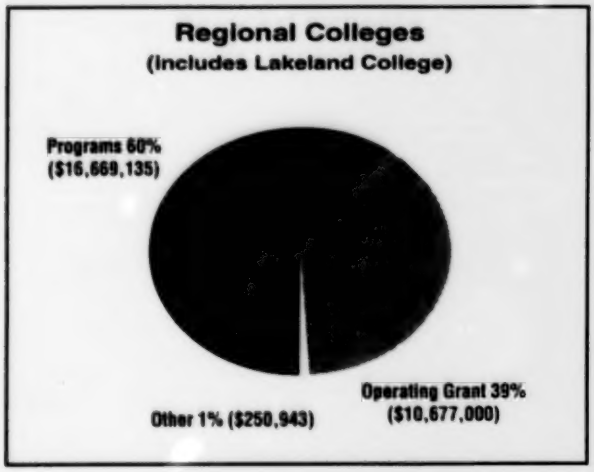
Designation of Post-secondary Institutions for Student Loan

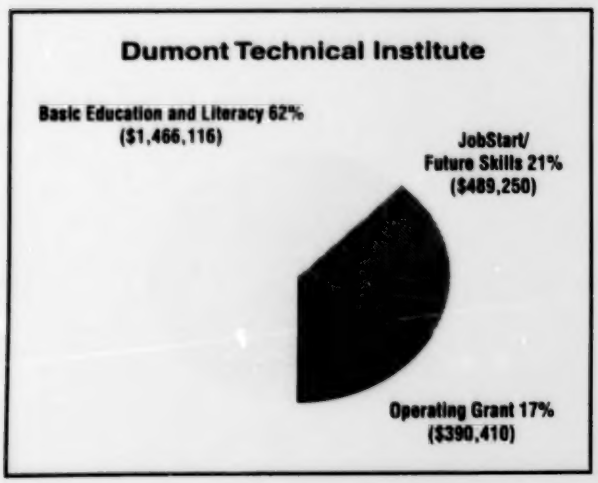
- Approved 107 additional institutions worldwide for Canada and Saskatchewan student loan designation.

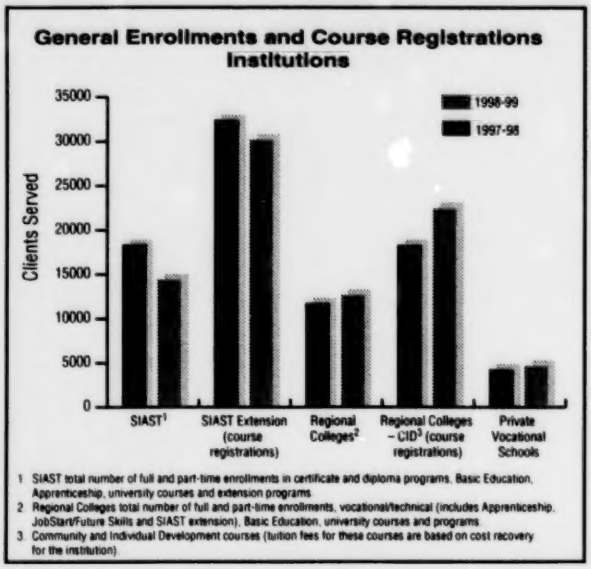
Youth Futures

- Worked with the Youth Futures pilot project in Prince Albert to provide counselling, education, training and employment to 350 disadvantaged youth in conjunction with the Departments of Social Services and Education.








General Enrollments and Course Registrations
Institutions
Clients Served
35000
30000
25000
20000
15000
10000
5000
0
1998-99
1997-98
SIAST[1]
SIAST Extension (course registrations)
Regional Colleges[2]
Regional Colleges – CID[3] (course registrations)
Private Vocational Schools
1. SIAST total number of full and part-time enrollments in certificate and diploma programs, Basic Education, Apprenticeship, university courses and extension programs.
2. Regional Colleges total number of full and part-time enrollments, vocational/technical (includes Apprenticeship, JobStart/Future Skills and SIAST extension), Basic Education, university courses and programs.
3. Community and Individual Development courses (tuition fees for these courses are based on cost recovery for the institution).

Future Objectives

- To continue to play a key role with our institutional partners in the areas of equity, funding, accountability and facilities.
- To complete the statutory SIAST and Regional Colleges' mandate reviews.
- To develop products and services designed to strengthen the delivery of career and employment services across the province.
- To strengthen the participation and involvement of First Nations and Métis training institutions/ partners in the training system, and support Gabriel Dumont Institute/Dumont Technical Institute and the Saskatchewan Indian Institute of Technologies.
- To continue the monitoring, development and implementation of policies and mechanisms for improving prior learning assessment and credit recognition and transferability within institutional and work-based programs.
- To work with the federal government to make improvements on designation criteria for student loans common to all provinces.
- To continue to evaluate the Youth Futures pilot project in Prince Albert.
- To support the establishment of the Apprenticeship and Trade Certification Commission.

Regional Services Branch

Career and Employment Services

Canada-Saskatchewan Career and Employment Services have been established in 20 Saskatchewan communities. Over an extended period of time, these services will be refined with input from service delivery agencies and the community.

Canada-Saskatchewan Career and Employment Services include new and enhanced career and employment services which bring together, and replace, the former federal and provincial offices with a single service in each region supported by a new provincial electronic career services network and a range of provincial employment programs and services. This comprehensive service operates in more locations than either of former federal and provincial services and can be further extended using the electronic network.

Services include both personal assistance and electronic assistance through the use of multimedia technology. The local Canada-Saskatchewan Career and Employment Services locations have resource rooms equipped with wide ranging information on training and employment topics. Individuals have access to the Internet, including a web site designed for Saskatchewan people, called *SaskNetWork*. The *SaskNetWork* site, which became operational on January 4, 1999, enables clients to explore career interests, job opportunities, local education and training programs, and other employment and labour market information. The new site integrates several career services web sites and labour market products together into one comprehensive web site.

Major Activities and Accomplishments

- Integration of the staff from the two organizations began on September 1, 1998, when 78 former New Careers Corporation staff transferred to Post-Secondary Education and Skills Training. On January 1, 1999, there were 97 former staff of Human Resources Development Canada who began work with the province following their transfer from the federal government.
- Development of appropriate office space for the 20 Canada-Saskatchewan Career and Employment Services locations was a major activity during the year. New partnerships and co-location arrangements were formed to provide for the best integration opportunities.
- Building a new culture that reflects direct service delivery and wide dispersion of staff throughout the province was a focal point during the year.

Northern Education, Training and Employment Partnerships

In northern Saskatchewan, the branch promotes partnerships among K-12 and post-secondary education and training institutions, communities, governments, industry, First Nations and Métis agencies.

Major Activities and Accomplishments

- Continued to work cooperatively with the mining industry to facilitate employment and economic development opportunities for northern residents through *Human Resource Development Agreements* (HRDA). Each mining operation in northern Saskatchewan is required under its lease to negotiate HRDAs with Post-Secondary Education and Skills Training. The goal of each HRDA is to reduce the barriers which otherwise prevent northern residents from taking full advantage of the potential for economic and social development associated with mining projects in the region. A new HRDA was under negotiation and eight HRDAs were administered through the year, monitored for improvements in recruitment and advancement of northern workers. Each mining company identifies its skill needs for employees and new recruits in annual HRDA Plans, and training is then planned and addressed collaboratively through the Multi-Party Training Plan.
- Participated in the negotiation of a second five-year, $13 million phase of the Multi-Party Training Plan. Multi-Party Training Plan I, which was implemented in 1993 and expired in 1998, was conceived, developed, and coordinated by the Mineral Sector Steering Committee of the Northern Labour Market Committee. Plan II has 16 parties to the agreement, including federal

and provincial governments, First Nations and Métis agencies, Northlands College and mining companies. It continues the goal of matching northern training programs with the projected employment needs of the mines. The branch continues financial and student tracking services, as well as analysis of the Plan. It reports achievements to the Mineral Sector Steering Committee, Northern Labour Market Committee, the department, and the public. By the end of Plan I, the parties had cost-shared $13 million in training programs and job experience, exceeding their original financial commitment by $3 million. The Plan won three national and provincial awards for excellence in partnerships among the public sector, industry and communities. More than 1,130 enrolments in mine-related training and academic upgrading were made possible. Many trainees continued to pursue education and training goals with over one-third of trainees gaining skilled employment with mining companies and northern employers. The Plan has helped to double the number of northern residents employed at northern mine sites and has made major strides in increasing the skill levels of northerners in the workforce.

- Continued to participate in and provide funding, coordination, and technical support for the Northern Labour Market Committee, since its establishment in 1983. The Northern Labour Market Committee is the main forum in the north for governments, Aboriginal agencies, training institutions, and employers to address issues relating to employment, training and economic development in the region.
- Provided funding and support to a cooperative secondary and post-secondary level Strategic Initiative project called *Making the Connection with the Workplace*. The Exploring Trades and Technologies component, a new curriculum, gives high school students in northern Saskatchewan the chance to explore trades and technology occupations and have hands-on learning experiences. A new employment referral computerized database and an indentureship initiative with the Northern Apprenticeship Committee provides employers with direct access to a trained pool of northern workers and improves the opportunities of northern apprentices in achieving journey-person certification.
- Provided funding and resources to the Gary Tinker Federation to employ two full-time coordinators to work with disabled northern residents to help them acquire vocational skills, academic upgrading, employment, and improve their standard of living. Referral services and direct assistance is provided to over 400 northern disabled people.

Future Objectives

- To further develop enhanced career and labour market services that are accessible to all provincial residents including unemployed people, students, workers and employers.
- To strengthen or pursue partnerships with a variety of organizations and training institutions to ensure integration of services and stronger linkages at the local level.
- To promote and facilitate a diverse and representative workforce through the provision of employment programming.
- To continue to provide development opportunities to employees through training that supports and enhances the delivery of career and employment services to the public.
- To develop an effective, regionally-based planning system that includes: other post-secondary education and training institutions (Regional Colleges/SIAST); relevant government departments and agencies (Human Resources Development Canada, Social Services, Economic Development), Regional Economic Development Authorities and First Nations and Métis governance structures.
- To work to describe a clear relationship between regional offices and the community-based organization sector that provides career and employment services to special needs clients of the training system.
- To facilitate and support northern initiatives that supplement and enhance the provincial training strategy. Such initiatives include the Multi-Party Training Plan for the mineral sector and the development of a new training partnership for the expanding forestry sector.

University Services Branch

The University Services Branch is responsible for the design, development, implementation, and evaluation of government's strategic involvement with the province's university sector and the Aboriginal institutions delivering university programs. The branch administers the two universities' Acts, the core contract for the Gabriel Dumont Institute, as well as program specific contracts for the SUNTEP, NORTEP and NORPAC agreements. It also administers the Western College of Veterinary Medicine inter-provincial agreement.

Objectives

In 1998-99, the branch continued the university revitalization process begun in 1996-97. Arising from the recommendations of *The Report of the Minister's Special Representative on University Revitalization* (The MacKay Report), Edward DesRosiers and Associates was engaged by the universities and the government. DesRosiers examined and made recommendations regarding the adequacy of operating and capital funding to the university system and the equity with which that funding was allocated.

- Edward DesRosiers and Associates employed a collaborative process and issued seven interim reports that were accessible to the public via the Internet. Comments on the reports were invited and the consultants met extensively with representatives of government and the university community. The final report was completed and made public in September 1998
- The universities and the government continue to work collaboratively to resolve remaining technical and policy issues prior to the implementation of the cost-based, activity-driven funding mechanism for operating grants to the universities recommended by the DesRosiers Report.
- In addition to DesRosier's work, the branch supported the establishment of a wide array of joint administrative and program initiatives between the two universities.

Major Activities and Accomplishments

- Provided analytical and technical support to DesRosiers and Associates as they completed their report on university operating funding and capital and, in collaboration with the two universities, began analysis of remaining policy and technical issues.
- Continued the $3 million joint initiatives fund established in 1997-98.
- Continued to serve as Secretariat to the Government-Universities Consultation Committee and the Universities Coordinating Committee.
- Participated in the provincial effort to support and provide partnership funding for the Canadian Foundation for Innovation (CFI) projects including the Canadian Light Source (Synchrotron) project and several research infrastructure improvements on both campuses.
- Worked closely with the University of Saskatchewan to develop a financial package for a major $80 million rebuilding program involving the Thorvaldson Chemistry Building and a new facility for the Faculty of Kinesiology.
- Served as the lead province in the development of the *Public Expectations Paper on Post Secondary Education* approved by the Council of Ministers of Education, Canada (CMEC) in February, 1999.
- Participated with the Department of Health in review of the College of Medicine (The Noseworthy Report).
- Carried out reviews of the agreements with Gabriel Dumont Institute (GDI), Northern Teacher Education Program (NORTEP) and the Saskatchewan Urban Native Teacher Education Program (SUNTEP).

- University of Saskatchewan and University of Regina served a combined total of 26,940 full-time equivalent students (University of Regina – 9,179; University of Saskatchewan – 17,761). The two universities served a total of 38,817 students when full-time and part-time enrolments are combined.
- The NORTEP/NORPAC teacher education program in La Ronge has a total of 123 students registered as of September 30, 1998. Five students graduated with a Bachelor of Education degree in 1998-99.
- The SUNTEP program offered through the Gabriel Dumont Institute in Prince Albert, Saskatoon, and Regina had 40 students graduate with a Bachelor of Education degree in 1998. Total student body as of September 30, 1998, was 247.

Future Objectives

- Efforts in the university sector in 1999-2000 will be directed toward resolving remaining policy and technical issues arising from the DesRosiers Report required to implement a cost-based, activity-driven funding formula.
- The branch will contribute to the development and implementation of a provincial framework for research and development, including a review of the relationships between individual government departments and the universities.
- The re-negotiation of agreements with GDI/Dumont Technical Institute (DTI) and for the SUNTEP and NORTEP programs.
- Establish a negotiating position and begin negotiations with the three western provinces to renew the Western College of Veterinary Medicine Inter-provincial Agreement.

Student Financial Assistance Branch

The branch administers several federal and provincial programs that provide repayable and non-repayable financial assistance to qualified Saskatchewan residents enrolled in approved courses of study. These are:

- **The Saskatchewan Student Assistance Program** which is an umbrella agency covering all federal and provincial student loans, scholarships and awards programs funded or administered under the authority of *The Student Assistance and Student Aid Fund Act, 1985*.
- **The Provincial Training Allowance** which is grant funding for low income adult students enrolled in basic education, related studies, bridging programs or quick skills training.
- **The Provincial Youth Allowance** which is grant funding for low income youth ages 18 to 21 years in the Prince Albert Youth Futures project who are enrolled in K-12 education, basic education, related studies, bridging programs, community service/work experience, other activities or quick skills.
- **The Skills Training Benefit** which is a new program that began on January 4, 1999. The branch administers the financial component of this benefit for unemployed individuals who are or have previously been on Employment Insurance to take employment-related training.

Objectives

- To provide financial assistance to students as a supplement to other available resources such as training allowances, summer employment income, other academic awards, net assets or family support.
- To encourage and assist academically qualified and financially needy students to participate in post-secondary education.
- To encourage students from low income families and disadvantaged groups to participate in education programs, skills training and the workforce.

Major Activities and Accomplishments

- Approximately 14,500 students were authorized to receive nearly $50 million in Saskatchewan Student Loans.
- More than $63 million in Canada Student Loan assistance was authorized to approximately 15,000 full-time students.
- In the fourth year of the Special Opportunity Grant Program, more than 450 students with permanent disabilities, high need part-time students and female doctoral students were offered $750,000 in grant assistance in addition to student loans.
- Approximately 6,000 students received income support of approximately $26 million from the Provincial Training Allowance.
- Nearly 500 youth received income support of about $3 million through the Provincial Youth Allowance.
- In the first six months of the Skills Training Benefit Program, more than $2 million was authorized for nearly 300 clients.

Future Objectives

- To administer the ten-year Millennium Scholarship program on behalf of the Canada Millennium Scholarship Foundation, an independent agency created by the federal government to allocate the $2.55 billion endowment. Based on population, scholarships will be available to post-secondary students who are needy and demonstrate merit.
- To continue discussions with the federal government to simplify the rules, obligations and procedures of the Canada and Saskatchewan Student Loans Programs.
- To work with the federal/provincial staff, educators, students and others with a stake in post-secondary education to develop clear, concise program materials to minimize overlap and develop consistency of information.
- To conduct a formal evaluation of the Provincial Training Allowance Program.
- To monitor and evaluate the effectiveness of the Skills Training Benefit Program during its first full year of operation.

Policy and Evaluation Branch

The Policy and Evaluation Branch was established in June, 1996. The branch provides policy development, strategic planning, research and information, and evaluation services to support the department's priorities for post-secondary education, skills training and labour market services. The Intergovernmental Relations Branch became part of the Policy and Evaluation Branch in February, 1999.

Objectives

- To develop policies and plans, in cooperation with other department staff and other partners, to address major issues in post-secondary education and training.
- To contribute policy advice, research services and analytical expertise to shape the department's strategic priorities and directions.
- To support the development of linkages among department plans, government-wide priorities, interdepartmental and intergovernmental initiatives.
- To lead the development of policies and processes to improve accountability within the post-secondary system.
- To provide evaluation services to design and carry out program and policy reviews to assess results and to identify areas for improvement.
- To improve labour market information and planning by working with a range of partners to provide accessible and relevant information to the public and other users.
- To provide policy development, advice and support to the department and the post-secondary education and skills training sector in areas where provincial post-secondary education, skills training and labour market development policies affect or are affected by related policies of the federal and other provincial and territorial governments.

Major Activities and Accomplishments

Interdepartmental Policy Development

- Provided policy advice from a departmental perspective to development of the provincial Métis and Off-Reserve Strategy led by Saskatchewan Intergovernmental and Aboriginal Affairs, and to safe communities policy development led by Saskatchewan Justice.
- Undertook analysis of provincial youth employment programs and services in relation to the National Agenda on Youth Employment.

Saskatchewan Training Strategy

- Provided policy development and coordination support to implementation of the *Saskatchewan Training Strategy* in relation to the Provincial Training Allowance, Career and Employment Services, and the Equity Framework and funding.

Labour Market Information and Planning

- Canada-Saskatchewan Labour Market Information Strategic Initiatives (LMI SI)
  - Co-chaired with the federal government under the Canada-Saskatchewan Strategic Initiatives Agreement, the three-year LMI SI was completed in March 1999. The LMI SI was responsible for developing and pilot testing new multimedia LMI products to meet the needs of planners, job seekers, employers, career counsellors, and other users. A Labour Market Information (LMI) Working Group was established to provide direction and support for completion of the following initiatives:
    - A local area network to connect labour market partners and to facilitate the dissemination of, and access to, labour market information.
    - A partnership Internet web site, *SaskNetWork*, the first stop for Saskatchewan career, employment and labour market information, and an integral "self-help" component in the delivery of career and employment programs and services through the regional Canada-Saskatchewan Career and Employment Services.

- The *LMI Extranet*, a secured Internet web site designed to provide more detailed labour market information for policy planners and analysts within the post-secondary system and the provincial and federal governments.
- A wide variety of LMI products, available in electronic and/or print format, including:
  - Saskatchewan Job Futures, an Internet web-based product that profiles approximately 250 occupations;
  - Saskatchewan wage, salary and union wage rate data;
  - Labour legislation and regulations, which provides questions and answers on current Saskatchewan labour legislation and *The Occupational Health and Safety Act*;
  - Strategic Initiatives Forecast, which provides industry and occupational employment projects based on Saskatchewan Finance's provincial economic forecast;
  - Saskatchewan Sector Studies and final report, which identify and examine current and future human resource issues and needs within nine industry sectors;
  - Saskatchewan Economic and Labour Market Overview;
  - First Nations Client Tracking System, which links to the Aboriginal Citizen database and tracks First Nation clients who receive training and counselling services until they become employed;
  - Saskatchewan Métis Employment Strategy to promote economic self-sufficiency for Saskatchewan Métis people; and,
  - Partnership access to Human Resource Development Canada's National Labour Market Information System.

- Inter-departmental co-operation to identify existing and emerging labour market needs through:
  - Completion of a skill shortages project with Saskatchewan Economic and Co-operative Development to identify and examine current and future higher skill shortages within priority sectors in Saskatchewan, and, to support fast-track recruitment of immigrants under the Provincial Nominee Program piloted under the Canada-Saskatchewan Immigration Agreement.
  - Initiation of an inter-departmental project with Saskatchewan Health to undertake labour market analyses of health occupations to assess the potential impacts on the post-secondary system.

Accountability and Evaluation

- **Canada-Saskatchewan Strategic Initiatives** — The Evaluation Working Group of the Canada-Saskatchewan Strategic Initiatives project was co-chaired with the federal government. The summative evaluation was completed and will be distributed to stakeholders following translation and publishing by the federal government.

- **Accountability Framework for the *Saskatchewan Training Strategy*** — A framework document was completed. Plans and strategies to operationalize the framework will be phased in over the next 2-3 years. The Integrated Accountability Team, chaired by the department and composed of representatives from SIAST, Regional Colleges, and DTI/GDI, is overseeing this process.

- ***Saskatchewan Training Strategy* Evaluation Policy and Framework** — The department's evaluation policy and framework requires all programs and services to be evaluated on a regular basis. These evaluations focus on quality and accountability. Evaluations of the Basic Education Program (consolidated grant programs, basic education counselling, literacy, and the Links to Employment program) and the Provincial Training Allowance are currently underway. As well, the *Saskatchewan Training Strategy: Bridges to Employment* is currently being evaluated.

- **Pan-Canadian Education Indicators** — Through the Council of Ministers of Education, Canada, provinces are working on a report which will document the level of attainment for defined education indicators. These indicators reflect education across an individual lifespan. The document was reviewed and feedback provided to ensure accuracy of the data and relevance to post-secondary education and training in Saskatchewan.
- **Labour Market Development Agreement** — In 1998, the federal and provincial governments signed the Labour Market Development Agreement (LMDA). The Agreement requires an evaluation process be undertaken jointly. The Joint Evaluation Committee, co-chaired by the province, is developing a framework for the formative evaluation.
- **Evaluation Support** — Advice and expertise were provided to support development of an evaluation framework for a consortium of stakeholders implementing a pilot project related to distance education.

Intergovernmental Relations

- In 1998-99, the Intergovernmental Relations Unit was involved in a number of initiatives with the federal government and other provincial/territorial governments including:
  - Implementation of the Social Union Framework Agreement within the post-secondary education sector.
  - Implementation of the labour mobility chapter (7) of the Agreement on Internal Trade.
  - Research, coordination and policy development and support to the Council of Ministers of Education, Canada (CMEC), the Forum of Labour Market Ministers (FLMM) and other Ministerial Committees.
  - Participation in a variety of federal/provincial/territorial working groups that deal with labour market issues.
  - Policy support to joint planning initiatives between Post-Secondary Education and Skills Training, and Human Resources Development Canada on a number of federal-provincial partnership areas.
  - Assistance in implementing provincial immigration policies by identifying criteria for the selection of skilled foreign workers.
  - Lead role in implementing and supporting the Common Labour Market Planning Forums with Aboriginal organizations.
  - Implementation of the departmental performance measurement and accountability framework.

Future Objectives

- To lead the department's strategic planning process.
- To support development of the next iteration of the *Saskatchewan Training Strategy* based on results of its evaluation, as well as the SIAST and Regional College Reviews and labour market analyses.
- To provide departmental liaison to the Saskatchewan Labour Force Development Board.
- To coordinate the departmental contribution to provincial implementation of the Social Union Framework Agreement.
- To support policy development in areas such as income support, financial access to post-secondary education and skills training, and community-based organizations.
- To implement the Accountability Framework for the *Saskatchewan Training Strategy*.
- To complete equity framework for the *Saskatchewan Training Strategy*.
- To coordinate departmental support for the work of the Canadian Education Statistics Council.
- To provide department input to government-wide initiatives related to poverty reduction, Aboriginal initiatives and economic development strategies.
- To continue support for joint planning processes with the federal government, the Métis Nation of Saskatchewan and the Federation of Saskatchewan Indian Nations.
- To enhance federal-provincial partnerships in the post-secondary education sector.

- To support the Minister of Post-Secondary Education and Skills Training as chair of the Council of Ministers of Education, Canada (CMEC) and the Advisory Committee of Deputy Ministers' of Education (ACDME).
- To advance departmental goals and objectives through participation in national labour market policy development through the Forum of Labour Market Ministers (FLMM).
- To support implementation of the Social Union Framework Agreement within the post-secondary education sector.
- To support implementation of the Government's labour mobility obligations.
- To develop a departmental Labour Market Information and Planning Strategy to support the post-secondary system in meeting the needs of the Saskatchewan labour market
- To provide labour market information and analysis in support of policy development, labour market and strategic planning, and delivery of post-secondary programs and services.
- To support the *SaskNetWork* Internet web site to enable individuals to make more informed decisions on career choices.
- To jointly develop a Canada-Saskatchewan Labour Market Information Strategy with the federal government, under the Canada-Saskatchewan Labour Market Development Agreement, to facilitate and coordinate the labour market information activities of both orders of government.

Special Projects

The Special Projects Unit was established in late 1998 to provide support to unique department initiatives that require dedicated resources on a one-time basis. Support services include strategy development, project management, research and analysis, planning of consultation processes, and report writing.

In 1998-99, the Special Projects Unit's main assignment was to support two major reviews: one of the province's Regional Colleges and the other of SIAST. Both of the reviews are statutory obligations to be carried out every five years under provisions within *The Regional Colleges Act* and *The Saskatchewan Institute of Applied Science and Technology Act*. The Special Projects Unit worked with committees appointed for each review by the Minister and the department's Institutions Branch to undertake the reviews.

The Review Committees were made up of board and senior management representatives from the Regional Colleges and SIAST, and senior officials from the department, including the Assistant Deputy Minister (Chair), the Executive Director of the Institutions Branch and the Executive Director of Special Projects.

Objectives

- Provide planning, research and related support to the Regional Colleges and SIAST Reviews.

Major Activities and Accomplishments

- Drafted Terms of Reference for the Regional Colleges Review and assisted both committees to define the scope of their work and the major issues to be addressed by the reviews.
- Developed planning and consultation processes to be used by the committees to guide their work and to invite input from a wide range of stakeholder groups.
- Drafted two background documents outlining key environmental trends affecting the future of the Regional Colleges and SIAST and the current positioning of the institutions in relation to these trends.
- Organized six planning workshops with representatives from the Regional Colleges, SIAST and the department including board members, senior managers, faculty, administrative staff, union representatives, and students.
- Analyzed the results of the planning workshops and consultation processes to incorporate major findings into the committees' deliberations and conclusions.
- Initiated a number of research projects in areas of interest to the committees such as technology-enhanced learning, factors affecting the responsiveness of colleges to regional education and training needs, linkages between training and the labour market, and trends in advanced technical credentials and applied research.

Future Objectives

- Completion of the Regional Colleges and SIAST Reviews.

Technology-Enhanced Learning

The branch is responsible for promoting the use of technologies to enhance teaching and learning, extend access to learning in different ways and places, and develop niche potential for the province's post-secondary education programs and services. The primary role is to foster collaboration in setting strategic directions that reflect public concern for access and quality. The branch also establishes budget priorities and provides grants for the universities and SIAST to support new approaches to teaching and learning, using technologies.

The branch encourages collaboration in the development of technology enhanced learning through activities such as:

- policy development, research, consultation and support;
- annual funding to the universities and SIAST for enhancing learning through technologies;
- annual funding to the Saskatchewan Communications Network (SCN) to operate the provincial telecommunications network for education and training; and,
- management and support of partner committees to develop and implement provincial technology-enhanced learning (TEL) policy.

Objectives

- Work with post-secondary education partners to develop and implement a provincial policy framework for the integration of technologies in learning.
- Encourage partnerships among educators, libraries, delivery agencies, government, and the private sector in developing new learning resources and instructional strategies, using information and communications technologies.
- Establish criteria and processes for allocating program development and support funds, based on the priorities identified.
- Facilitate coordination of resources to support the development of a provincial learning network.

Major Activities and Accomplishments

Collaboration to Provide Access to Learning Using Communications Technologies

- Coordinated and facilitated the development of a TEL policy framework and action plan for collaboration to increase access and quality in learning and teaching, based on feedback from stakeholders to the discussion paper, *Technology-Enhanced Learning*.
- Established and supported a Technology-Enhanced Learning Forum comprised of post-secondary education partners, to develop a framework for an integrated, collaborative, three to five year plan to use combined resources and lever external funding for enhancing learning through technology.
- Presented information about the Saskatchewan TEL framework to a wide variety of groups, raised awareness about the provincial policy framework; helped lever funding to support TEL development in Saskatchewan; and contributed to the development of TEL in Canada. The groups included the pan-Canadian TeleLearning policy research group, federal officials, the Council of Ministers of Education, Canada, other government departments, and representatives from business and industry.
- Provided liaison with telecommunications service providers (SCN and SaskTel), other government departments, and post-secondary institutions to determine access options and needs, including development of provincial infrastructure to support TEL in the post-secondary education and training system.

TEL Development and Support Fund

- Committed $250,000 in funding to support the provincial TEL action plan and a broad-based systemic approach to integrating TEL. To date, the Program Development and Support Fund has been successful in stimulating development of new technology-mediated learning resources and teaching strategies. The TEL funding helped to lever significant partnerships, with in-kind and financial support valued at nearly $1 million.

- Continued to monitor, evaluate, and facilitate completion of 15 funded projects.
- Initiated development of a report for public dissemination of results from the pilot projects.
- Provided research and analysis for a report on TEL for the SIAST and Regional Colleges reviews.

Distance Learning

- Coordinated and supported meetings with the Distance Education Program Review Committee (DEPRC), representing the universities, SIAST, Regional Colleges, Aboriginal institutions, and Saskatchewan Education, to determine priorities for course development and delivery through SCN and strategies for distance learning in the province. In 1998-99, 22 televised and 12 multi-mode[1] university and SIAST courses[2] were offered via SCN broadcast sites, using 973 hours of satellite time.
- The department provided $7.3 million in operating funding to SCN in 1998-99.

Future Objectives

- Work with post-secondary education and training institutions, industry, governments and other partners to develop and implement system-wide post-secondary initiatives that support the TEL policy framework and action plan.
- Provide leadership and coordination for the TEL Forum and its committees.
- Facilitate and support development of government policies and priorities for integrating information and communication technologies in teaching and learning.
- Evaluate and communicate success of technology-enhanced learning programs.
- Link with representatives from other governments to monitor developments, share information and coordinate activities around TEL.
- Contribute to the development and implementation of a department-wide strategic plan.

1 Combination of TV, computer-mediated, face-to-face, audio/video, print etc.

2 The universities and SIAST cooperate with the Regional Colleges and Saskatchewan Communications Network (SCN) to provide access to credit courses in rural and northern centres via face-to-face and television. The universities offer courses in arts and science, administration, agriculture, education, social work and nursing, while SIAST focuses on certificate programs in business, health care and community service.

Human Resources Branch

The Human Resources Branch provides advice, support and leadership in the strategic planning and management of department human resources. The branch also provides labour relations and compensation services to the Regional Colleges.

Objectives

- To provide leadership to the department in the areas of personnel, payroll and benefits administration and labour relations.
- To develop employees through secondment, exchange and other learning activities that ensure employees are adequately prepared to provide an efficient and effective service to the public.
- To work with the Department Union Management Committee to demonstrate a commitment toward working together, enhancing the working environment in the department and increasing awareness of employment equity issues.
- To lead internal committees to provide a safe and healthy workplace for our employees.
- To provide leadership in Human Resource planning and organizational development.

Major Activities and Accomplishments

The objectives set for 1998-99 enhanced the branch's service role and took into consideration major organizational changes. The Human Resources Branch accomplished the following:

- Provided support and advice to managers and employees on contract interpretation and issue resolution.
- Provided leadership in Human Resource planning.
- Provided leadership to the department in the areas of personnel, payroll and benefits administration and labour relations.
- Provided support and advice on staffing to managers to meet their resource requirements:
  - 140 permanent positions were staffed;
  - 5 Summer Students were hired; and,
  - 6 Co-op Students were hired.
- Developed employees through secondment, exchange and other learning activities which ensure employees are adequately prepared to provide an efficient and effective service to the public:
  - 17 individuals were seconded from other departments/agencies to provide individual development opportunities as well as meeting the immediate skill and program needs of the department on a temporary basis; and,
  - 177 employees attended learning and development opportunities that supported employees in providing quality client service. The average number of days of training per employee was one day per employee.
- Supported and advised managers and employees on employment equity:
  - Exceeded permanent employment equity goals for designated target groups with the exception of women in non-traditional positions;
  - Exceeded the non-permanent employment equity goals. Twenty-six individuals from employment equity designated group members were hired as non-permanent staff;
  - Supported staff attendance at equity and diversity learning events: 45 individuals attended 54 learning events; and,
  - Provided leadership in the development of Employment Equity Committee Terms of Reference.
- Supported the department union management committee to demonstrate a commitment toward working together and enhancing the work environment:
  - Received input and assisted staff to understand the following: staff transfers, staff retentions, new class plan, learning and development, health and safety, employment equity; and,

- Union management committee members attended mediation learning events to assist them in performing their responsibilities.

- Led internal committees to provide a safe and healthy workplace for our employees:
  - Ensured the following learning events were provided:
    - Occupational Health & Safety Training for committee members;
    - Orientation to Ergonomics in the Workplace; and,
    - First Aid/CPR Training.

- Provided service to the Regional Colleges on an ongoing basis in the negotiation and interpretation of contracts, compensation and personnel policy.

- Provided support to College management in conflict resolution along with grievance and arbitration procedures.

- Provided leadership in the development of employee transfer agreements to support a regional delivery training system.

- Created the Regional Services Branch through the transfer of New Careers Corporation and Human Resource Development Canada staff to an enhanced delivery system in the province.

- Supported government operations through participation at the Provincial Bargaining Table; and Human Resource Committees with the development of human resource policies and legislation.

- Provided support and advice to managers and employees on contract interpretation and issue resolution.

- Provided managers and employees with advice during the implementation phase of the New Class Plan.

- Provided information and updates on the scope review progress.

- Provided support and advice to employees in the areas of personal development, performance management, employee assistance and benefits, through consultation and referrals.

Future Objectives

- To provide leadership in Human Resource planning.

- To provide leadership to the department in the areas of personnel, payroll and benefits administration and labour relations.

- To provide support and advice on staffing to managers to meet their resource requirements.

- To develop employees through secondment, exchange and other learning activities that ensure employees are prepared to provide an efficient and effective service to the public.

- To support and advise managers and employees on employment equity.

- To support the department union/management committee to demonstrate a commitment toward working together and enhancing the working environment.

- To lead internal committees to provide a safe and healthy workplace for our employees.

- To provide service to the Regional Colleges in the negotiation and interpretation of contracts, compensation and personnel policy.

- To provide leadership in the development of employee transfer agreements to support a regional delivery training system.

- To provide managers and employees with advice during the implementation of the New Class Plan.

- To provide support and advice to managers and employees on implementation of negotiated changes to the Collective Agreement.

- To assist the department in the development of the Saskatchewan Apprenticeship and Trade Certification Commission.

Communications Branch

The Communications Branch, a shared service with the Department of Education, supports the strategic directions for post-secondary education and skills training in Saskatchewan and reflects government-wide priorities.

- Mission: "We work with people to send clear messages to others".
- Mandate: "We support the department's mandate by giving the Minister and staff professional advice and communications tools to do their jobs successfully".

A wide range of public information was provided by the branch on topics related to the department programs, services and policies respecting post-secondary education and skills training.

Objectives

- To develop responsive central communications services.
- To provide excellent client-centred services.
- To focus all communications proactively on issues and stakeholders.
- To enhance education partnerships, participation and cooperation in implementing programs and policies.
- To increase public awareness and support for department programs.

Major Activities and Accomplishments

- Strategic communications plans were prepared to identify key education messages, themes and link specific strategies required to the department budget and government-wide priorities. All communications strategies contain an evaluation component.
- Communications research and evaluation took place, with outgoing participation in provincial public opinion polling, focus group research and media monitoring. This helped identify education issues and public attitudes. For example, the major multimedia campaign, "Learn to Live Better", was measured by the provincial Omnibus poll. An increase in public awareness of post-secondary education and training options was noted. An increase in calls to the department 1-800 telephone number was also recorded during the campaign.
- The branch provides a full range of communications consulting and activities. This included writing and other support for public consultations, ministerial and other special events. Coordination of news releases and media relations continued. The branch responded effectively to the expanded regional delivery needs of Career and Employment Services.
- The branch provided advice respecting the application of communications technology.
- The branch managed the department's central communications budget, correspondence, printing and public inquiries, as well as program advertising and promotional requirements.
- An annual strategic communications plan was developed for the department that was reviewed and approved by Executive Council.
- The branch participated in a review of the shared services model during the year.
- A review of the "account management" process used by the branch to prepare annual plans and allocate resources was conducted. Department managers and program staff (clients) endorsed the process.
- A number of successful communications partnerships were entered into with sector partners, including work with:
  - Regional Colleges to develop system-wide strategic communications;
  - the emerging new partnership model for Apprenticeship and Trade Certification;
  - SIAST to coordinate strategic communications around projects such as the SIAST Wascana consolidation;
  - a joint event with the University of Regina surrounding the release of the *Eco-Regions of Saskatchewan* CD-ROM; and,
  - a demonstration project of new technological products developed for multimedia and enhanced learning by the University of Saskatchewan, University of Regina and SIAST.

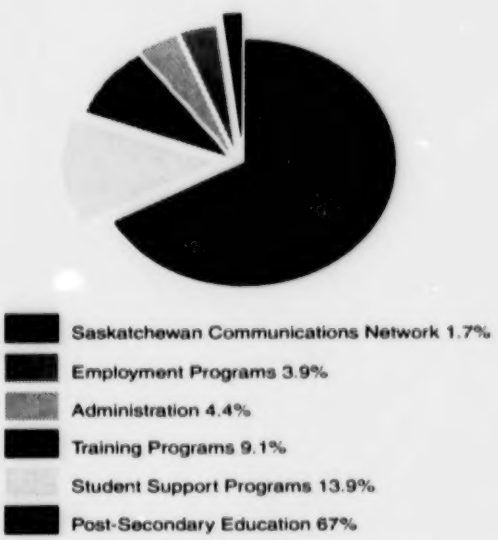
Future Objectives

- To support the department's and government's priorities and strategic directions.
- To develop and implement strategic communications plans and issues management processes.
- To provide responsive central communications support services within approved policy, procedure and operating guidelines and to meet the emerging regional delivery needs of Career and Employment Services.
- To ensure that department communications reflect the public higher education issues identified by learners, educators and other Saskatchewan people.
- To enhance public accountability through communications research, evaluation and reporting.

Finance and Operations Branch

The Finance and Operations Branch is a shared service which provides financial policy and analysis, accounting, capital planning, information technology, contractual, legislative, administrative and research support to both Saskatchewan Post-Secondary Education and Skills Training and Saskatchewan Education. The branch performs a leadership role in the planning and development of policies and services that support the financial, technological and administrative components of department programs and priorities. Financial responsibilities include the distribution of operating and capital grants to post-secondary and skills training institutions. Targeted funds are also provided for specific purposes or to specific groups.

1998-99 Actual Expenditures



The branch consists of the following units:

Financial Planning and Administrative Services Unit

This unit is responsible for all financial and policy planning, accounting, budgeting, asset and risk management, administrative policy and support activities including mail services, accommodations development and planning.

Objectives

- To determine administrative and financial policies and strategic direction based on department and sector-wide priorities.
- To provide management services including accounts administration, budget/financial planning and management reporting, internal auditing and asset management.
- To ensure the department operates as cost-effectively and efficiently as possible in order to meet program and fiscal responsibilities.
- To provide administrative and support services in order to meet program requirements, including procurement, accommodations, equipment and mail services.
- To provide management consulting, financial policy and analytical advice.

Major Activities and Accomplishments

- Managed the 1998-99 fiscal process and the 1999-2000 budget planning process.
- Ensured the department's overall budget target was met for the year.
- Prepared fiscal forecasting reports and provided efficient accounts administration.
- Coordinated all department purchasing, records retention and acquisition of telephones, accommodation, furniture, government vehicles and equipment.
- Exceeded government standards in the timeliness and accuracy of payments.

- Participated on intra-departmental task teams, external committees and represented the department involving program and financial issues

Future Objectives

- To review current administrative and financial policies with a view to strengthening public accountability across all post-secondary educational and skills training sectors.
- To research and develop strategies to address major challenges within the current policy and funding models for post-secondary education and skills training.
- To continue to initiate processes with our partners to enhance cooperation and information sharing.
- To develop an overall global plan for accommodation asset and risk management for both departments.

Facilities Planning Unit

In the post-secondary and skills training sectors, funding for construction costs may come from a number of sources: provincial, federal, and/or local fund-raising and private donations. Funding is provided to the institutions based on the requirements of the approved projects as they proceed.

Objectives

- To share the responsibility for planning and financing post-secondary education facilities and skills training facilities.
- To encourage educational partners to take a more active role in funding their projects.

Major Activities and Accomplishments

- Total capital expenditures for 1998-99 was $22.6 million to the post-secondary and skills training institutions. This allocation of funding provided for the following:
  - $1.3 million for SIAST to upgrade equipment and facilities to keep pace with industry developments.
  - $20 million for university capital to provide additional safety upgrades to facilities and upgrade academic equipment.
  - $1.3 million for renovations to Regional Colleges.
  - Development of a Project Priority Strategy for the *Saskatchewan Training Strategy*.
- Worked with the universities on capital facilities prioritization methodologies.

Future Objectives

- To emphasize financial accountability of capital decisions by trustees of post-secondary institutions.
- To implement a new Project Priority Strategy for the training sector for 2000-01.
- To implement regional delivery centres for post-secondary programs and services as a result of the signing of the Labour Market Development Agreement with the federal government.
- To work with the universities to implement the recommendations for capital from the DesRosiers Report by 2000-01.
- To complete the Canada-Saskatchewan Career and Employment Services offices.

Corporate Information and Technology Unit

The unit manages the development, operation and maintenance of a broad range of information technology and systems, including databases, networks and automated systems, to enable department staff and education and training partners to carry out their responsibilities.

Objectives

- To facilitate and manage development of new information systems.
- To operate and maintain computer information systems.

- To develop and maintain various electronic networks including Internet services.
- To provide ongoing software, hardware and application support to department staff.
- To undertake needs assessment and business analysis in support of technological advancement.
- To establish standards for operation and management of application infrastructure and architecture to support the business of the department.

Major Activities and Accomplishments

- A Strategic Information Resource Plan and Global Architecture was completed for Post-Secondary Education and Skills Training information systems to support the *Saskatchewan Training Strategy* and Labour Market Development Agreement.
- Systems development was completed on several systems under the One Client Services Model (OCSM), which provides a framework to guide development of systems across the department. Computing capacity, security and technical support were upgraded to support new systems being rolled out under OCSM and the new field offices. Connectivity to the federal HRDC system was established and remote distribution of software across the province was implemented.
- Systems were developed to support the Skills Training Benefit Program and the Provincial Training Allowance under the *Saskatchewan Training Strategy*.
- A Wide Area Network, servers, desktops and facilities were installed in the field for new Canada-Saskatchewan office sites to support regional delivery of career and employment services under the *Saskatchewan Training Strategy* and the Labour Market Development Agreement. This included 100 public access computers for career and employment information.
- Work was completed on merging several public, departmental and partnership web sites into the *SaskNetWork* web site, a site that now provides a single window of access for comprehensive career, labour market, education and training information.
- Major progress was made on ensuring departmental systems meet the standards required for Year 2000.
- Service Delivery and the Support Centre provided ongoing microcomputer and network support to the two departments and their regional offices. Front line application support was added for new systems under OCSM. Over 8,500 calls were handled in 1998-99.
- Several initiatives were undertaken for the development and retention of Information Technology staff, as labour shortages continued.

Future Objectives

- To continue the development of plans and processes in support of the Corporate Information Management approach which will build the information technology and management framework for the department.
- To collaborate on government-wide initiatives and departmental planning processes around information and technology to improve services to clients.
- To service and coordinate the systems, network and information needs required by the *Saskatchewan Training Strategy*, the Labour Market Development Agreement, the department and sector partners.
- To update annually the Strategic Information Resource Plan and Global Architecture in support of the department's business.
- To use the web site and the One Client model to improve services to clients.

Legislative and Contract Services Unit

The unit provides support to the department in the drafting, submission and tracking of legislative instruments. It is also provides a consultative and administrative role in the development and administration of all contracts and legislative instruments within the department. The unit is also available on a consultative basis to research legal issues in conjunction with Saskatchewan Justice.

Objectives

- To coordinate the submission of legislative instruments (including maintenance of a database); provide advice on process and requirements.
- To minimize risk to the department by providing accurate and current advice on contracts, contract development and administration (including maintenance of the database), streamlining and standardization of the documentation and the process.
- To provide advice and expertise related to federal/provincial, inter-provincial and tripartite agreements; interpretations and intent of legislation/regulations; executive government processes.
- To coordinate responses to inquiries under *The Freedom of Information and Protection of Privacy Act.*

Major Activities and Accomplishments

- The unit successfully managed a 100% increase in the volume of work without additional resources.
- Prepared and sent forward 229 legislative instruments to Cabinet for approval.
- Reviewed and processed 326 contracts.
- Developed electronic templates for all Cabinet documents and generic contract agreements.

Document Type	Totals
Minister's Orders	80
Order's-in-Council	79
Regulations	5
Bills/Acts	6
Cabinet Decision/Information Items	15
Grants	44
Legal Opinions	49
Freedom of Information requests	7
Contracts	326

Future Objectives

- To further enhance, decentralize and streamline the automation of the contract review and administration process.
- To modify and enhance contract and legislative instrument templates.
- To improve the turnaround of contracts and time-sensitive legislative instruments.
- To develop training modules on contracts and legislative instruments.
- To continue to coordinate Freedom of Information responses in a timely and efficient manner.

Resource Centre Unit

The mandate of the Resource Centre is to support the informational needs of the department.

Objectives

- To maintain and make accessible a centralized collection of professional materials in print and electronic formats.
- To provide research services.
- To provide services such as acquisitions, journal routing for staff's professional development, and interlibrary loans.
- To participate in the multi-type library system in Saskatchewan.

Major Activities and Accomplishments

The following statistics are for both Saskatchewan Education and Saskatchewan Post-secondary Education and Skills Training:

- Handled 2,685 research requests and requests for information; catalogued and/or processed 10,673 items for the collection; circulated 11,000 items; borrowed 1,480 items for staff from other libraries; ordered 2,085 new items for the collection.
- Completed automating the circulation system by bar coding the collection.
- Made full-text electronic journals and databases available to staff through the Internet by participating in the Saskatchewan multi-type library system and through consortia agreements with Saskatchewan Education libraries.
- Ordered and catalogued materials for the new Career and Employment Services offices.

Future Objectives

- To serve as a facilitator for clients in their efforts to retrieve information.
- To keep abreast of changes in technology and advise clients of new methods of informational retrieval.
- To manage a centralized collection of print and electronic information and make it accessible.
- To allow clients to access the Resource Centre's database of titles through the Internet.

Department of Post-Secondary Education and Skills Training
1998-99 Actual and Budget Revenues

	Actual	Budget	Difference
Privileges, Licences and Permits			
Occupational Certificates	55,035	57,600	(2,565)
Rentals	110,439	105,000	5,439
Examination Fees	105,116	88,150	16,966
Sales, Services and Service Fees			
Other Services	13,576	11,250	2,326
Private Vocational School Registration Fees	29,025	21,850	7,175
Interest, Premiums, Discount and Exchange			
Profit on Foreign Exchange	19	200	(180)
Receipts from Other Governments			
Vocational Rehabilitation of Disabled Persons (VRDP) program	121,536	0	121,536
Employability Assistance for People with Disabilities (EAPD) program	2,137,470	2,137,470	0
Canada/Saskatchewan Training Agreement	3,497,384	3,000,000	497,384
Canada Student Loan Program Administration	451,384	475,024	(23,640)
Special Opportunity Grant/Canada Study Grant	4,075,267	895,000	3,180,267
Strategic Initiatives	1,596,025	1,149,405	446,620
Labour Market Development Agreement	8,156,187	22,000,000	(13,843,813)
Special Investment Fund	86,535	85,000	1,535
Saskatchewan Labour Force Development Board	153,112	150,000	3,112
Other Revenue			
Casual Revenue	236,864	8,000	228,864
Revenue of Previous Years Expenditures	671,457	25,000	646,457
Transfer In for New Careers Corporation	269,376	0	269,376
TOTAL	**21,765,807**	**30,208,949**	**(8,443,142)**

Department of Post-Secondary Education and Skills Training
1998-99 Actual and Budget Expenditures and Number of Full-time Equivalent Positions (FTE's) Used

	Actual	Budget	Actual FTE's
Administration and Shared Services			
Administration	671,000	671,000	10.1
Shared Support Services	2,425,997	2,426,000	36.7
Accommodation and Central Services	1,872,829	1,873,000	
Student Support Programs			
Operational Support	4,134,951	4,135,000	78.9
Saskatchewan Student Aid Fund	30,995,000	30,995,000	
Saskatchewan Partnerships Student Employment Programs	879,347	897,000	
Provincial Training Allowances and Youth Allowances	29,238,188	30,445,000	
Training Programs			
Operational Support	3,780,933	3,781,000	55.2
JobStart/Future Skills	12,893,542	12,896,000	
Strategic Inititatives	2,695,234	2,696,000	10.3
Apprenticeship and Northern Skills Training	3,362,460	3,364,000	
Vocational Rehabilitation for Disabled Persons	4,894,906	4,896,000	
Basic Education and Literacy	14,507,832	14,508,000	
Youth Futures	1,441,086	1,767,000	
Employment Programs			
Operational Support	2,821,000	2,821,000	67.6
Labour Market Development Agreement Programs	9,818,553	9,986,000	
Employment Programs	2,973,080	3,628,000	
New Careers Corporation	4,526,000	4,526,000	
Post-Secondary Education			
Operational Support	3,577,967	3,578,000	55.2
Universities, Federated and Affiliated Colleges and Educational Agencies	181,637,647	181,638,000	
University Special Initiatives	3,000,000	3,000,000	
Saskatchewan Universities — Urban Parks	802,000	802,000	
Interprovincial Agreements	313,658	314,000	
SIAST — Operating Grant	55,303,903	55,304,000	
SIAST — SPMC Grant	13,781,000	13,781,000	
SIAST — Apprenticeship	3,873,000	3,873,000	
Regional Colleges	11,067,628	11,068,000	
Multi-media Course Development	250,000	250,000	
Post-secondary Capital	24,240,000	24,240,000	
Saskatchewan Communications Network	7,305,000	7,305,000	
TOTAL	**439,083,741**	**441,464,000**	**314.0**